This planner belongs to:

Name __________________________
Address ________________________
City Zip Code ____________________
Phone __________________________
Mailbox No. ______________________
The 2005-2006 Student Government Association
Executive Board

Insert photograph here

Ilia Owens, President
Megan Ratley, Vice President
Allison Haun, Secretary
Kaylan Turner, Treasurer
Ashley McFarland, Interdorm Chair
Mary Ellen Auten, Honor Council Chair
Welcome Home

Welcome to the Salem College 2005-2006 academic year!

I am delighted to see all of you return to campus once again! I’d like to extend an especially warm welcome to the Class of 2009, who have only recently joined the extended family of Salem College students, alumnae, faculty and staff. I can’t wait to see you blossom over the next four years as you learn to challenge yourselves and one another. We are so pleased to call you “Salem sisters!”

Our beautiful historical campus is the perfect backdrop, reminding us of Salem’s legacy as the nation’s first institution devoted to the education of women. We have a large responsibility to continue this mission, and taking care of our campus is part of that. As you settle in, you will notice the fruits of the large renovation projects that took place this summer. These improvements and future projects will give you, our students, the best available living and learning facilities. Even as we revere our history, we continue to forge ahead into the future – a future that will include you, as well.

This is Salem’s 234th year of challenging women to look within themselves for the tools they need to achieve their best. I sincerely hope that you will spend this year taking advantage of everything Salem has to offer. Good luck!

Sincerely,
Julianne Still Thrift, President

Letter from the SGA President

Hello Salem Sisters,

I want to begin by welcoming all of you to a new academic year on behalf of the 2005-2006 SGA Executive Board.

To the Class of 2009: Welcome to a new chapter in your lives, ladies. Salem is the place where you will discover all the tools that will enable you to flourish into the talented and goal-driven women you are destined to become. Play hard, study harder and treasure all the traditions and friends that you will come to love, because graduation comes sooner than you think and eventually your years at Salem will only be wondrous memories. Best wishes for the upcoming year!

To the Class of 2008: Yes, your first year of college is over. I know all of you are excited about your sophomore year and the new adventures that await you. Thanks for being a wonderful sister class. I don’t think we could have wished for anything better. Stay focused and get involved in all the wonderful things that Salem has to offer. Good luck!

To the Class of 2007: I bet you never thought that you would be halfway through but you have arrived! Take a deep breath and dive into all the opportunities awaiting you this year. Set an example for your sister class, take them by the hand and guide them the same way your big sisters encouraged and aided you in your first year at Salem. Have fun!

To the Class of 2006: Our time at Salem has nearly reached its end, thus we must make this last year better than any other. Let us put to work all we have learned and strive to be the best at whatever is put in our paths. Make sure this year is one you will be able to look back on and say, “There is nothing I regret!” There is no dream that we cannot fulfill, ladies, so let us push ourselves to the limit this year. Let’s go forth and serve, ladies!

This year let us all appreciate our fellow Salem sisters. If one is struggling, then we all struggle because we are forever bound in sisterhood. Enjoy all the opportunities and gifts Salem has to offer, and remember to have fun! Good luck this year.

Sincerely,
Ilia Owens
SGA President
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Salem College - 4
Mission Statement

Salem College is an independent college committed to the liberal arts and quality professional preparation. Founded by the Moravian church in 1772 as a school for girls, Salem strives to set its signature upon its students by encouraging them to recognize and strengthen their human faculties and their capacities for service, professional life, and leadership. In light of evidence that such powers flourish when women live and learn within a community dedicated to their education, Salem affirms its commitment to young women in a residential setting. As a result of the historical evolution of its mission, the College educates both women and men in the community through its Continuing Studies Program and Graduate Program in Education.

Salem believes that a liberal arts education endows students with a fundamental understanding of the human condition, of our cultural and spiritual heritage, and of our pluralistic and technological society. The College provides a rigorous academic program that fosters clarity of thought and expression and enables students to become familiar with the humanities, the natural and social sciences, and the fine arts, and to concentrate on a chosen field. Building on its liberal arts foundation, the College offers pre-professional and career programs, which prepare students for creative and productive lives after graduation.

Drawing on the Moravian heritage in education, Salem seeks to be a community of scholars. Its faculty is committed to excellence in teaching and advising, continued scholarship, and concern for the intellectual and personal growth of students. Acting as mentors and friends, the faculty provides Salem students with challenges, individual attention, and the encouragement requisite to the development of confident, independent learners. By its commitment to self-government and an honor code, the College preserves a humane community of shared values in which each member is treated with dignity and respect. Salem’s size, campus environment, and diverse student body enrich the sense of community.

Located in Historic Old Salem in the city of Winston-Salem, the College seeks to demonstrate the relevance of more than two centuries of liberal arts education to the demands of contemporary society. Salem provides a special environment where students experience the rewards of rigorous academic work, expand their capacity for creative, analytical, and ethical thought, and prepare for positions of leadership and responsibility in a changing world.

History

Salem College’s history began in 1766, when the Moravians, an early Protestant denomination, established the village of Salem. Among the town’s early residents were 16 girls and women who walked more than 500 miles from Bethlehem, Pennsylvania, to join the new community. One of them was 17-year-old Elisabeth Oesterlein, who would be the first teacher of what is now Salem College.

Believing that women deserved an education comparable to that given men, a radical view for that era, the Moravians began a school for girls in 1772. In 1802, it became a boarding school for girls and young women. In 1866, it was renamed Salem Female Academy. Salem began granting college degrees in the 1890’s. Today, the American Council on Education in Washington, D.C., ranks Salem College as the oldest women’s college in the nation by founding date and the 13th oldest college overall. Salem Academy, a college preparatory/boarding school for girls in grades nine through twelve, shares our 57-acre campus.

In its early years, the unmarried women of the Moravian community, who were known as “Single Sisters”, ran Salem. Restoration of the Single Sisters House is currently underway. Oesterlein and her fellow Sisters were economically self-sufficient, a rare condition for women of the 18th century. The meticulous records of the Moravians show that Salem educated girls of African-American heritage as early as 1785, and that in the 1820’s the daughter of a Cherokee Indian Chief attended the school but left to join the Trail of Tears.
Moravian Blessing

Come Lord Jesus, our Guest to be,
And bless these gifts bestowed by Thee.
Bless our loved ones everywhere
And keep them in Thy loving care.

Alma Mater

Strong are thy walls, oh Salem,
Thy virgin trees stand tall,
And far athwart the sunlit hills,
Their stately shadows fall.

Firm is thy faith, oh Salem,
Thy future service sure,
The beauty of thy heritage,
Forever shall endure. Chorus

Chorus:
Then sing we of Salem ever,
As proudly her name we bear,
Long may our praise re-echo.

True is our love, oh Salem,
Thy name we proudly own,
 Thy joy of comradeship is here
Thy spirit makes us one. Chorus

Far may our song ring clear
Long may our song ring clear.

Chorus:
Then sing we of Salem ever,
As proudly her name we bear,
Long may our praise re-echo.
Far may our song ring clear.

School Mascot

Spirits

School Colors

Blue and yellow

Salem Traditions

Candlelight Walk to God’s Acre (Orientation Weekend)
During orientation first-year students along with orientation leaders and the College President walk to God’s Acre to the grave of Sister Elizabeth Oesterlein, founder of Salem College, for a candlelight service and introduction to the history of the College. This walk is special, as it is the introduction to the history and tradition women experience here at Salem. It is the first ‘walk’ the students take to begin their time at Salem. It is taken again during their last year as seniors to conclude their experience in the campus community. Nice dress is encouraged.

Opening Convocation (August)
Formal opening of the academic year. Held in Hanes Auditorium. Required for all students. Students are to be seated prior to processional and remain until after the recessional. Nice dress encouraged. Seniors wear caps and gowns and traditionally wear funny or outrageous shoes.

Fall Lawn Party (September)
First student party of the academic year. Usually held on a Saturday in early September. If weather permits, at least a portion of the party is held outside. Held at the beginning of the fall semester, thus the traditional name “Fall Lawn Party.” Casual Attire.

Big Sis/Lil Sis (September)
Freshmen receive junior “Big Sisters” the day before Fall Fest. Big Sisters serve to introduce their Little Sisters to life at Salem.
Fall Fest (September)
A day of competition between the classes begins with a breakfast spirit rally and theme decorating contest in the Refectory. Continues with a parade contest at the athletic fields, and concludes with a song and skit extravaganza in Hanes Auditorium. Truly a celebration of spirit and sisterhood! Listen for the cheering to beginning early. “It’s Fall Fest, ya’ll!” (Classes are cancelled.)

Family Weekend (November)
Students’ families come to campus for a fun weekend of social events and programs with faculty and staff, ending with a traditional Moravian Lovefeast on Sunday morning and a delicious Salem Sunday Brunch. Typically held the first weekend in November.

Candle Trimming (November)
Seniors gather to trim Moravian candles for the December Candle Service.

Christmastide Moravian Candlelight Service (December)
Special tradition for entire Salem College community. Open to the public. Nice dress encouraged. Program of music held in Hanes Auditorium, ending with lighting of Moravian candles.

Sophomore Surprise (Fall Semester)
Salem College tradition whereby the Sophomore Class surprises the Freshman Class with a loud, fun-filled early morning wake-up. Freshmen have the option to participate or may choose not to participate. This event is not a required event but a fun tradition in ‘Salem Sisterhood’ usually involving a rowdy early wake-up call and ending with a special breakfast in the Refectory.

Christmas Dinner (December)
On the Monday before exams begin, faculty and staff traditionally serve the students a family-style holiday dinner. Nice dress is encouraged.

Sophomore/Senior (April)
A Salem tradition whereby the Sophomore Class hosts a special dinner followed by skits and programs to “roast” and honor their Big Sisters. This event is not required, however, all students are welcome. Nice dress is encouraged. Followed by an “after party.”

Founder’s Day Lecture and High Tea (April)
Held in Gramley Library on the Thursday afternoon prior to Founder’s Day. A selected faculty member gives a special lecture to students and other faculty, administrators and staff. A traditional English High Tea is served. Nice dress encouraged.

Founder’s Day Convocation (April)
Celebration in honor of Elizabeth Oesterlein, the founder of Salem Academy and College. Weather permitting this ceremony is held in the May Dell and is required for all students. Nice dress is encouraged. In the afternoon, seniors robe and march to the Founder’s Day Convocation in the May Dell (Hanes Auditorium in case of rain). Sophomore Class processes in ahead of their sister class.

Senior Walk to God’s Acre (April)
Seniors robe and meet early the morning of Founder’s Day on the steps of Main Hall. Seniors process with the President and Deans to Sister Oesterlein’s grave in God’s Acre. There they each place a flower on her gravestone. The seniors also plant a tree with each senior being allowed to add a personal memento as the ground is being placed around the tree. A special breakfast is served in the Refectory afterward.

Salem College - 7
**Honors Day Convocation (May)**
Special ceremony held in Hanes Auditorium in the afternoon on the last day of classes. Seniors wear graduation robes and funny or outrageous hats. This event marks the formal ending of our academic year. Awards are given out to those who have distinguished themselves during the academic year. This event is required for all students. Nice dress is encouraged. Students should be seated at least 10 minutes prior to the procession of faculty, administrators and seniors. All students should remain seated until after the recessional at the end of the service.

**Senior Commencement Weekend (May)**

**Senior Lovefeast**
Held at Home Moravian Church on Thursday afternoon before commencement. Seniors do not wear robes for this event.

**Senior Lawn Party**
Dinner held on the Lower Pleasure Grounds for seniors, family and guests immediately following the Senior Lovefeast.

**Baccalaureate**
Special service held at Home Moravian Church on Friday evening before commencement for seniors, family and guests. Seniors robe for the Baccalaureate Service.

**President’s Reception**
Reception held by the College President immediately after the Baccalaureate Service. Reception is held in Main Hall.

**Dinner Dance**
Held on Friday evening prior to graduation. A special evening of dinner and dancing in Bryant Hall for seniors, family, guests and faculty.

**Commencement**
Held in the May Dell on Saturday morning (rain location Hanes Auditorium). Seniors robe and process carrying daisies. A champagne brunch is held afterward at the Refectory and Lower Pleasure Grounds for seniors, family and guests.
Map of Campus

Insert map of campus here
College Calendar 2005-2006

2005 Fall Term

August 20 Saturday   New Student Orientation begins
                 Residence halls open (8:00 a.m.)
August 21 Sunday    Returning students arrive
                 Residence halls open (1:00 p.m.)
August 22 Monday   Orientation/Advising
August 23 Tuesday  Registration
August 24 Wednesday Classes begin (8:00 a.m.)
September 21 Wednesday Fall Fest Day (classes suspended)
October 7 Friday   Fall Break (begins 5:15 p.m.)
October 12 Wednesday Classes resume (8:00 a.m.)
November 4 Friday  Family Weekend begins
November 23 Wednesday Thanksgiving Recess (begins 8:00 a.m.)
December 6 Tuesday Last day of classes
December 7 Wednesday Reading Day
December 8 Thursday Examinations begin
December 12 Monday Examinations end
December 13 Tuesday Residence halls close (10:00 a.m.)

2006 January Term

January 2 Monday   Residence halls open (1:00 p.m.)
January 3 Tuesday  January Term begins (8:00 a.m.)
                   [all classes will meet Friday, Jan. 6]
January 16 Monday  Martin Luther King, Jr. Day
                   (classes suspended)
January 27 Friday  January Term ends (after 5:15 p.m.)

2006 Spring Term

January 29 Sunday  Residence halls open (1:00 p.m.)
January 30 Monday  Registration (7:30 a.m. to 11:00 a.m.)
                    Classes begin (8:00 a.m.)
March 17 Friday    Spring Break (begins 5:15 p.m.)
March 27 Monday   Classes resume (8:00 a.m.)
April 16 Sunday   Easter
April 17 Monday   Easter Monday (classes suspended)
April 21 Friday  Founders Day Convocation*
May 10 Wednesday Last day of classes
May 11 Thursday   Reading Day
May 12 Friday    Examinations begin
May 16 Tuesday  Examinations end
                    (after afternoon examination period)
May 17 Wednesday Residence halls close (10:00 a.m.)
                    [for non-graduating students]
May 20 Saturday  Commencement
May 20 Saturday Residence halls close (5:00 p.m.)
                    [for graduating seniors]

*Required for all students

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## Administrative Offices

### Office of the President (ext. 2605/2603)
- **Inspector's House**
  - President: Dr. Julianne Still Thrift
  - Executive Secretary: Ms. Wanda Motsinger
  - Director of Special Events: Ms. Judy Line

### Office of Administration and Planning (ext. 2606)
- **Inspector's House**
  - Director of Administration: Ms. Anna Gallimore
  - Director of Facilities: Mr. Rick Duggins
  - Director of Grounds: Mr. Sandy Tilley

### Office of Dean of the College (ext. 2617)
- **Main Hall, First Floor**
  - Vice President for Academic and Student Affairs/
    Dean of the College: Dr. Ann McElaney-Johnson
  - Dean of Undergraduate Studies: Dr. Sabrina DeTurk
  - Director of Academic Support: Ms. Ida Turner Davis
  - Administrative Assistant: Ms. Rosemary Loftis Wheeler
  - Staff Associate: Ms. Ramona Raines

### Office of Dean of Students (ext. 2627)
- **Lehman Hall**
  - Dean of Students: Ms. Krispin Barr
  - Associate Dean and Director of Counseling Services:
    Ms. Suzanne Williams
  - Administrative Assistant: Ms. Sandra Rouse Carter
  - Director of Residence Life: Ms. Katie Bawden
  - Director of Student Activities: Ms. Sarah Timko
  - Chaplain: Rev. E. Christine Clore
  - Director of Health Services: TBA
  - Staff Assistant: TBA

### Office of Athletics
- **Bryant Hall**
  - Director of Athletics: Ms. Kim Fierke
  - Assistant Director of Athletics: Ms. Betsy Pryor

### Office of the Registrar (ext. 2618)
- **Main Hall, First Floor**
  - Registrar: Ms. Joyce Jackson
  - Assistant Registrar: Ms. Amelia Fuller
  - Assistant: Ms. Nikki Richardson

### Office of Admissions (ext. 2621, 2623)
- **Shober House**
  - Dean of Admissions and Financial Aid: Ms. Dana Evans

### Business Office (ext. 2613, 2614)
- **Ground Floor, History Wing**
  - Chief Financial Officer: Mr. Dana Smith

### Health Services (ext. 2713)
- **Health Center**
  - Director of Health Services: TBA
  - Director of Medical Services; College Physician: TBA
  - Nursing Assistant: Ms. Kim Coston, CNA
Office of Financial Aid (ext. 2808)  
Director of Financial Aid  
Ms. Julie Setzer  
Associate Director of Financial Aid  
Ms. Christy Chestnut  

Office of Computing Systems (ext. 2725)  
Director of Information Technology  
Ms. Kay McKnight  

Office of Institutional Advancement (ext. 2608)  
Director of Institutional Advancement  
Ms. Vicky Sheppard  
Director of Communications  
Ms. Julie Larison  
Director of Alumnae Relations  
Ms. Kris Amidon  

Institutional Services  
Chief of Public Safety  
Mr. Dennis Brown  
Supervisor, Mail Services  
Ms. Amy Woodall  
Technical Director, FAC  
Mr. Kyle Salter  
Director of Dining Services  
Mr. Jarvis Graham  

Library  
Director of Libraries  
Dr. Rose Simon  
Public Services Librarian  
Ms. Susan Taylor  
Fine Arts Center Librarian  
Dr. Donna Rothrock  

Phone Directory  

Information ............................................ 2600  
Campus Ministry ............................................ 2816  
Continuing Studies ............................................ 2669  
Development ............................................ 2607  
Dining Hall ............................................ 2709  
FAC Coordinator ............................................ 2636  
Fine Arts (Music) Library ............................................ 2738  
Gramley Library ............................................ 2649  
Grille ............................................ 2814  
Health Services Center ............................................ 2713  
Housekeeping ............................................ 2707  
Learning Center ............................................ 5386  
Maintenance Department ............................................ 2711, 2712  
Physical Plant ............................................ 2711  
Pool ............................................ 2815  
Public Safety ............................................ 5555  
Public Information ............................................ 2702, 2831  
Publications Office ............................................ 5317  
Rondthaler-Gramley House ............................................ 2664  
SGA Office ............................................ 5112  
Student Lounge ............................................ 2736  
Summer School ............................................ 2693  
Switchboard ............................................ 2600  
Technical Director FAC ............................................ 2674  
Writing Center ............................................ 5386  

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<th>Name</th>
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<td>Dr. Marlin Adrian</td>
<td>5426</td>
<td>Dr. Norgard Klages</td>
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<td>Dr. Christopher Baker</td>
<td>2829</td>
<td>Ms. Deborah Linville</td>
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<td>Ms. Lynn Beck</td>
<td>2798</td>
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<td>Dr. Teresa Little</td>
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<td>Ms. Cynthia Boiter</td>
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<td>Mr. Herb Burns</td>
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<td>Ms. Julia Chisholm</td>
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<td>Dr. Stephen Nohigren</td>
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<td>Dr. Emol Claus</td>
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<td>Dr. Traci Porter</td>
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<td>Ms. Tamara Greenwood</td>
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<td>Dr. Wenzhi Sun</td>
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<td>Club Dining Room, Bryant Hall</td>
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<td>*All events in the FAC must be scheduled with the FAC Coordinator and are subject to availability.</td>
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<tr>
<td>Choral Ensemble Room</td>
<td>Registrar’s Office</td>
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<tr>
<td>Rondthaler-Gramley House</td>
<td>College Alumnae Director</td>
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<tr>
<td>Strong Friendship Room</td>
<td>Librarian or Representative</td>
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<tr>
<td>Library (Includes the Assembly Room, Television Room)</td>
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<tr>
<td>Main Hall</td>
<td>Adm. Assist. to the Dean of the College</td>
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<tr>
<td>May Dell</td>
<td>FAC Coordinator</td>
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<tr>
<td>Parking Lots</td>
<td>Chief of Public Safety</td>
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<tr>
<td>Residence Hall Areas</td>
<td>Residence Hall Directors</td>
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<tr>
<td>Clewell Patio</td>
<td>Director of Student Activities</td>
<td></td>
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<tr>
<td>Trustees’ Room</td>
<td>Executive Secretary to the President</td>
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</tbody>
</table>

*All events must be placed on the Institutional Calendar on the web.*

In case the event involves the use of a College facility, it must first be cleared with the manager of the facility. Events should be listed as soon as a date has been selected in order to avoid conflicts with other on and off-campus groups. Placing an event on the Institutional Calendar does not ensure a facility reservation. If the event is scheduled for the Fine Arts Center, priority events are: Classes, Opening Convocation, Fall Fest, Christmastide, Founders Day, Honors Convocation, and Fall and Spring Dance Weekends.

Smoking, eating, and drinking are prohibited in Hanes, Shirley, and the Drama Workshop. It is the responsibility of the student or group of students requesting the use of these facilities to enforce these regulations.
Campus Resources

Dean of Students
Lehman Hall
The Office of the Dean of Students is open to all students for assistance with problems or concerns that pertain to life outside the classroom. Students are encouraged to transact all business during office hours. However, a member of the residence hall staff and the Dean of Students staff is on call at all times in the event of an emergency.

Dean of the College
Main Hall
The Office of the Dean of the College is open to all students for consultation concerning academic regulations or requirements at Salem. The Dean of Undergraduate Studies should be consulted in all matters of academic advising and planning for the January Term.

Office of the Registrar
Main Hall
The Registrar assists students with registration procedures, requests for transcripts, scheduling problems, and plans for summer school. Students should see the Registrar if they have questions about their academic standing, grade point average, and transfer credits. Seniors especially are urged to go over their records with the Registrar at the beginning of their senior year to be sure that all requirements for graduation will be met.

Office of Financial Aid
Lehman Hall
The Office of Financial Aid is open to all students for consultation to determine eligibility for financial assistance for educational expenses. Students must submit all appropriate application materials before awards can be made. Any student who wishes to work on campus should apply through the Office of Financial Aid. Consult the Salem College Catalog for specific application procedures.

Business Office
History Wing
Ground Level
Banking Hours: 2:30 to 4:00 p.m., Monday through Friday. A BB&T ATM is located in the student commons for students’ banking needs 24 hours a day. The Business Office is available to students for cashing checks or for depositing money. The Business Office requires a week’s advance notice for check requests. There is a $30 charge for all returned checks.

Dean of Continuing Studies
Main Hall
Office Hours: Monday - Thursday: 8:30am – 7:30pm
Friday: 8:30am – 5:00pm
Phone Number: 721-2669
E-mail: cst@salem.edu
The Office of Continuing Studies handles admissions, advising, and services for Salem students who are 23 and older. This office handles the Courses for Community programs.

Department of Public Safety
Main Hall, Ground
Telephone 917-5555. Officers are available 24 hours a day. On campus, simply dial x5555.

Residence Life
Lehman Hall
The Office of Residence Life is responsible for the administration, coordination, and staffing of the six residence halls, the Bahnson House, and the Fogle Flats. Each residence hall has a Residence Hall Director (RHD) who lives in the hall to provide assistance and support for
the students. In addition, the two first-year halls, Babcock and Gramley, are staffed with Resident Assistants (RA’s) on each floor. RA’s are sophomores, juniors, and seniors who have been selected and trained to help first-year students have a positive and successful transition into college life. The RHD’s and RA’s will coordinate a series of programs throughout the year in each hall to address various aspects of individual wellness. Students are encouraged to talk to their RA and/or RHD if they are having any problems or concerns about their living situation.

Counseling Services
Lehman Hall

The Office of Counseling Services provides assistance to students with questions or concerns about their personal life. Individual counseling sessions allow students to explore personal issues in a safe, compassionate, and confidential environment. Confidentiality is of utmost importance and can only be broken by a counselor under circumstances involving a student threatening harm to herself or others. Referrals to local mental health professionals also are available. Workshops and support groups are offered to assist students with a wide variety of issues such as grief and loss, body image and eating concerns, stress management, coping with depression, and other student concerns and are available as needed and requested.

Career Development and Internships
Lehman Hall

Students who wish to assess their career interests, investigate careers, research internships, identify appropriate job openings and graduate programs, network with alumnae, and learn effective job seeking skills may schedule an individual appointment with the Director, attend a workshop, or access the on-line portion of Career Development and Internships, which includes the latest job listings, event schedules and other useful information.

Library Services

| Gramley Library          | Monday-Thursday: 8:30 am - 11:45 pm |
|                        | Friday: 8:30 am - 8:00 pm |
|                        | Saturday: 9:00 am - 5:00 pm |
|                        | Sunday: 1:00 pm - 11:45 pm |

| Fine Arts Center Library | Monday: 8:00 am - 10:00 pm |
|                        | Thursday: 8:00 am - 4:30 pm |
|                        | Friday: 8:00 am - 4:30 pm |
|                        | Sunday: 2:00 pm - 6:00 pm |
|                        | 7:00 pm - 10:00 pm |

The libraries of Salem College provide students and faculty members with collections of books, periodicals, recordings, and other materials that support the curriculum and encourage general reading. Sound recordings and music scores are housed in the Rudolph Fine Arts Library. Experienced professional librarians offer invaluable assistance with carrying out term paper research, finding answers to questions, or just choosing a good book.

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Health Services
Health Center

Hours: Monday – Friday 8:00am – 4:30pm
Located in the basement of Clewell Hall, the Health Center provides care for acute and chronic illnesses, information and education on women’s health issues, counseling referrals, and referrals to off-site specialists. Nursing care clinics are held Monday – Friday. Appointments to see the physician may be scheduled by calling the Health Center. If a student needs medical attention after hours, she is to notify her Residence Hall Director or contact Public Safety for emergencies. Every student is required to have a physical examination upon admission. Special needs or medical problems should be noted on the health form and brought to the attention of the Director of Health Services. Salem College students are advised to have health insurance coverage.

You must present a complete immunization record in compliance with North Carolina State Law regarding vaccinations for students enrolled in college. Any student participating in intercollegiate sports is required to obtain clearance from her physician prior to arrival on campus. The Health Center staff does not write excuses for missed classes due to illness. The nurse will notify faculty of the student’s appointment if requested.

Catalog: The online catalog helps you identify and locate materials in the Salem libraries, as well as items owned by four other area colleges (Bennett, Elon, Greensboro, and Guilford).

Guidelines: There are two basic rules in effect at Gramley Library:
1. A Salem ID with a barcode is required to check out materials or to use the reserve collection.
2. Circulating materials must be checked out before they are removed from the building. The unauthorized removal of library materials from either library is an Honor Code offense.

Fines/Penalties: Most library materials circulate for three weeks; overdue fines are five cents a day. Overdue notices are sent via Salem e-mail as a reminder, but borrowers are responsible for returning or renewing materials on time. The maximum overdue fine is $5 per item. Borrowers will be charged the replacement cost and the processing fee for unreturned materials. All unpaid accounts are turned over to the Business and Registrar's offices at the end of each term.
The Refectory is an all-you-care-to-eat dining facility that features deli, vegetarian, pizza, pasta, grill and salad bar options. The Refectory serves breakfast, lunch and dinner. Please check the Salem College website for the days and hours of operation, and current dining prices. Salem Dining Services is proud to carry on the tradition of Sunday family-style dinner, which is served promptly at 6:00 PM.

Take-Out: All students are encouraged to dine in the refectory, but when schedules do not permit such, take-out containers are available at the Greeter Station. Please limit one per person. Students are not permitted to fill their own containers with either food or beverages, and Dining Services reserves the right to confiscate such containers.

Etiquette: Proper attire should be worn in the Refectory to ensure a respectful atmosphere for everyone (i.e. shoes, no bathing suits). For Sunday Family Style meal, please wait for the Moravian blessing to be said before sitting down, passing plates or beginning eating. For special dinners, such as Thanksgiving and Christmas dinners, nice dress is encouraged.

Refectory Serviceware: China, glasses and flatware are not to be removed from the Refectory. This is an Honor Code expectation and a matter of respecting community property. Students found taking Refectory service ware may be required to perform community service hours in the Refectory cleaning or washing dishes and will be fined accordingly.

Bag Meals: Dining Services will provide a bag meal if a student has to be off campus during regular meal hours. Bag lunch forms are available at the Greeter Station and should be turned in 24 hours prior to needing the meal.

Dine with the Director: Dining Services will schedule bi-weekly meetings and encourage students to attend to discuss the dining operations. The meetings will be held during various meal periods. The Director of Dining Services will also meet monthly with the Dining Services Advisory Board. The Advisory Board will be responsible for collecting feedback at residence hall meetings and will also provide students with feedback from Dining Services.

Guests: All non-students and guests of students must pay to eat in the Refectory.

The lounge provides a casual meeting place for students and their guests. A TV/VCR and pool table are located in the lounge, and students may use them on a first come, first serve basis.

Student organizations may use the lounge for social gatherings, and meetings, also on a first come, first serve basis. The Student Lounge is located on the lower level of the Refectory.

Faculty offices may be used for study only when the student gets permission in advance from the faculty member whose office is used.
office she wishes to use. Students may not smoke in Main Hall.

**Packages:** Students receiving packages will receive notification via email and may pick up their packages (with proper identification) in the Package Room in the basement of Main Hall during specified hours.

![For Packages:
Name
c/o Main Hall Basement
Dorm and room number
601 S. Church St.
Winston-Salem, NC 27101-5376

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**Rondthaler-Gramley House**

The Rondthaler-Gramley House, built in 1888 and located in the heart of the Salem campus, was home to former Salem Presidents, Dr. Rondthaler and Dr. Gramley, and their families until the early 1970's. The house was later used as the Salem Education Department and Orton Learning Center for children with learning disabilities. In the mid-1980’s the house was renovated and is now used for entertaining alumnæ, parents, and other official guests of the Academy and College. Students may call the Alumnae Office for overnight rates and reservations for their parents.

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**Bryant Hall Complex**

Students have access to Bryant Hall 24 hours a day, though access to some space may be limited during special events. The building usually remains unlocked until 10 PM, but students may always enter the building through the combination door. For security reasons, no door may be propped open, and combinations must never be given out to non-students.

**Guests:** Salem students may entertain male guests in Bryant Hall at any hour; however, for safety reasons, no one is allowed to sleep in any area of Bryant Hall, nor should any students be alone in the building. Students are encouraged to notify Public Safety when they are in the building late in the evening. A campus phone is available in the stairwell on the Grille level.

**Grille/Java City:** The Grille is a non-smoking environment that includes a food service area, mailboxes, and restrooms and is located on the middle level of Bryant Hall. Dining options include Freshens Yogurt, Java City coffee, breakfast pastries, upscale deli sandwiches, grilled items and Chick-fil-A sandwiches on Tuesday and Thursday. It offers a variety of meals as an alternative to the Refectory, as well as for late night snacks. This space opens onto the Balcony, which provides additional seating for patrons of the Grille.

**Fitness Center:** The Fitness Center is located on the upper level of Bryant Hall and can be accessed by code. The Fitness Center houses weights, stair climbers, stationary bicycles, and treadmills as well as various other equipment. It is open daily until midnight.

**Balcony:** The balcony serves as additional seating area for the Grille and for events held in Bryant Hall. As a general
rule, when there are classes/practices being held in Bryant Hall, no music may be played on the Balcony.

Dance Studio: The Dance Studio is located on the top level of Bryant Hall.

Pool: The pool is located inside on the lower level of Bryant Hall. It is used for meets, practices and classes, as well as for recreation. Hours vary depending on availability of lifeguards. Locker rooms equipped with bathrooms, showers, and lockers are located near the pool.

Courtyard: The Courtyard, located between Bryant Hall Gymnasium and the pool, has outdoor seating and picnic tables and is available for casual student use. Doors from the Gymnasium open directly onto the Courtyard. During times when it is not reserved for a particular function, it may be used for sunbathing. However, bathing suits are not suitable for any other area of Bryant Hall, except the pool.

Mail: Mail service for all boarding students is in combination-lock boxes located on the Grille level. There is no charge, and students keep their same boxes throughout their years at Salem. Mail slots for campus mail are located near the boxes and it is delivered in the same manner as outside mail. All campus box numbers are available from the Dean of Students Office with a picture ID.

Addresses for standard mail:

Name
Salem College Box #
601 South Church Street
Winston-Salem, NC 27101-5376

For package pickup, see page 19.

Alcohol: No alcohol is allowed in Bryant Hall before 7:00 p.m. weekdays. No alcohol will be allowed in the Grille or anywhere in the Bryant Hall complex except during special events. Only persons 21 or older may possess or consume alcoholic beverages. Students and their guests must carry proper ID when they use this privilege. Public Safety is authorized to randomly check ID’s. Violations will be handled by Interdorm in conjunction with the Dean of Students Office. For a full explanation of the alcohol policy, please refer to the “Salem College Alcohol Use Policy”.

Fine Arts Center
The Fine Arts Center houses the art, music, theater, and education departments, as well as Hanes Auditorium and Shirley Recital Hall, the Drama Workshop, practice rooms, and art studios and galleries. Alcohol is not allowed in the Auditorium or Recital Hall.

Rondthaler Science Building
The Rondthaler Science Building houses the science, math, psychology and IT department departments on campus. The PC lab in Room 304 offers general purpose software as well as software for business/economics, chemistry, physical education and math classes.
Writing Center  The Writing Center offers free, individualized help with every stage of the writing process and is located in the Church Street lobby of Clewell Residence Hall. It is staffed by a team of Salem traditional and Continuing Studies students. Help is available on a first-come, first-serve basis, although tutoring sessions can be arranged by appointment if necessary. Hours will be posted.

Bookstore  Bookstore hours are:
- Monday – Thursday  8:30am – 5:30pm
- Friday  8:30am – 5:00pm
- Saturday  11:00am – 4:00pm
- Sunday  Store Closed

Religious Life  Salem College provides for its students through the resources of the campus community and faith institutions of Winston-Salem, opportunities for worship and religious and spiritual growth. All denominations and faiths are respected and encouraged to be a part of the College community. The religious groups of the broader community cooperate in making their programs and their facilities available to students both organizationally and through individual denominational campus ministers and religious advisors.

Religious Life Council  Composed of the designated campus ministers, student representatives from denominational and religious groups, and other interested faculty, staff, students, and religious advisors from the community, the RLC coordinates a variety of worship services and campus-wide activities throughout the year to meet together for fellowship, worship, study, and exploration of religious issues. As a College that has its roots in a religious heritage, Salem is convinced that consideration of religious and ethical values is a part of its tradition. Individual religious groups provide opportunities for students.
<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chaplain</td>
<td>Rev. E. Christine Clore</td>
<td>Campus Office: TBA</td>
</tr>
<tr>
<td>Episcopal Student Fellowship</td>
<td>Father Bob McGee</td>
<td>758-5249</td>
</tr>
<tr>
<td>Presbyterian Campus Minister</td>
<td>Glenn Otterbacher</td>
<td>784-7451</td>
</tr>
<tr>
<td>International Campus Ministry</td>
<td>Rev. Scott Freese</td>
<td>972-6237</td>
</tr>
<tr>
<td>Methodist Campus Minister and Wesley</td>
<td>TBA</td>
<td>Office: 758-5019</td>
</tr>
<tr>
<td>Roman Catholic Community</td>
<td>Julie Ostergaard</td>
<td>758-4214</td>
</tr>
<tr>
<td></td>
<td>Fr. Jude De Angelo</td>
<td>758-5019</td>
</tr>
<tr>
<td>Baptist Student Union (BSU)</td>
<td>Rev. Sam Sorrell</td>
<td>Office: 788-7331</td>
</tr>
<tr>
<td></td>
<td>Charis Fortenberry</td>
<td>Office: 922-6474</td>
</tr>
<tr>
<td>Moravian</td>
<td>Rev. Brad Bennett</td>
<td>722-8126</td>
</tr>
<tr>
<td>InterVarsity Christian Fellowship</td>
<td>Cherese Wolfe</td>
<td>945-0450</td>
</tr>
<tr>
<td>Lutheran</td>
<td>Rev. Shirley Harrison</td>
<td>722-8144</td>
</tr>
<tr>
<td>Jewish</td>
<td>Dr. Andrew Ettin</td>
<td>758-5403</td>
</tr>
<tr>
<td>Muslim</td>
<td>Imam Khalid Griggs</td>
<td>650-1095</td>
</tr>
<tr>
<td>Unitarian Universalist</td>
<td>Rev. Charlie Davis</td>
<td>Office: 659-0331</td>
</tr>
</tbody>
</table>
The Honor Tradition

I. The Honor Tradition
The Honor Tradition is a vital and unifying aspect of the Salem College community that encourages each member to ethical and responsible living. The Honor Code is upheld by the entire student body and stands on the principle of mutual respect. It is only as strong as the community that lives by it.

The Honor Tradition is long standing at Salem College and is highly respected by students, faculty, staff and administration. In keeping with its custom, each student assumes full responsibility for her actions in all phases of life at Salem. Such a tradition is only possible in a community that respects the individual and maintains a commitment to communication. Every student is responsible for encouraging other students to uphold the Honor Tradition.

II. The Honor Code
Salem College is a community of honor. I will show respect for my community by behaving with honesty, integrity and civility.

As a responsibility to my honor community:

I. I will show respect for my classmates and faculty by maintaining honesty in my academic work and refraining from cheating.
II. I will show respect for my community and peers by maintaining integrity and honesty in my daily life and refraining from stealing and lying.
III. I will show respect for faculty, staff and members of the administration by maintaining civility and refraining from disruptive and abusive language and behavior.

I will acknowledge responsibility and accept the consequences of my actions. In choosing Salem College, I pledge to uphold the principles of the Honor Code and will cherish and guard its tradition.

III. Privileges
By virtue of the strength of the Honor Tradition, students are extended the following privileges:
A. Self-scheduled exams.
B. Unproctored and take-home tests (based on the discretion of the professor).
C. Faculty and Administration trust and respect.

IV. Infractions
Infractions of the Honor Code will be investigated and acted upon by the Honor Council. The Honor Council will also handle cases of infractions of test and examination procedures, cases involving the unauthorized removal of library materials, and election contestations. The Honor Council has the right to turn any case over to the Dean of Students.

Interdorm Council members (all dorm presidents, day student representative, freshman class representative, Interdorm Chair, Interdorm Secretary, SGA President and Honor Council Chair) are granted permission to confront students with social and residence hall policy violations and write Incident Reports.

The Director of Residence Life and the Dean of Students in conjunction with the Interdorm Council will handle infractions of Residence Life and social expectations. (See Social Expectations section and Residence Hall Life sections).

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Any member of a judicial body who has a role or personal interest in a case must recuse herself from the proceedings related to that case.

Note: The Administration of the College reserves the right to investigate and take action in any violation of the Honor Code.

Procedures for reporting infractions:

A. Self-reported Infractions
   Acknowledging an Honor Code violation is the first step in correcting it. A student who wishes to acknowledge her violation should report the violation to the Honor Council by way of the Chair of the Council. The Chair and the Secretary of the Council will talk to all parties involved and will gather evidence for the hearing of the case.

B. Infractions Reported By a Student
   A student who witnesses a violation of the Honor Code by another student is expected to confront the accused and explain the nature of the infraction to her. She should tell the accused to contact the Honor Council Chair to report her violation. The accuser must reveal the nature of the infraction to the student before the accuser contacts the Honor Council Chair.

C. Infractions Reported by a Faculty or Staff Member
   All faculty members are to report actual or suspected violations of the Honor Code to the Honor Council Chair. The faculty member will contact the Chair after meeting with the accused student explaining the nature of the infraction to her.

V. The Honor Council
   The Honor Council acts as a neutral tribunal that is supportive of the student. The Council does not judge the accused student as a person, but rather judges the student’s action as it relates to the Honor Tradition. The judicial process is intended to be educational rather than punitive.

   The Council includes the Chair and the Secretary (both elected by the student body), one representative from each class, one representative from the Off-Campus Association, one representative from Continuing Studies, the President of the Student Government Association, and the Chair of the Interdorm Council. A non-voting faculty representative from the Faculty Advisory Board must be present at all Honor Council hearings.

VI. Preliminary Hearing
   The Chair will notify the accused in writing of any accusations made against her and who is making the accusations, as well as her rights as an accused student. The notification also will include the time, date and location of the preliminary hearing.

   The Chair and Secretary of the Honor Council will hold a preliminary hearing with the accused within one week of the reporting of an infraction, unless there are extenuating circumstances determined by the Council and the Dean of Students.

   The purpose of the preliminary hearing is for the Chair and Secretary to determine if the evidence warrants a full hearing by the Honor Council. The accuser may be present at the preliminary hearing or will provide information in writing regarding the accusations. If the accused student denies the accusations made against her, but there is substantial evidence that these accusations are just, the Council will hear the case as soon as possible but no later than one month after the preliminary hearing.

   If a student fails to appear at the preliminary hearing without a valid excuse, the Chair and Secretary will determine if available evidence warrants a full hearing with the Honor Council.

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VII. Violations at Another College
In the case of a violation of the Honor Code by a student who is cross-registered at either Salem College or Wake Forest University, the home campus where the student is enrolled will handle the case through its own judicial process.

VIII. Rights of an Accused Student
An accused student has the following rights:
1. To be notified in writing of any accusation made against her and who is making the accusations.
2. To have an adviser who is either a Salem College faculty member or member of the administration to review the judicial process in detail and provide advice during the hearing. The adviser may only counsel the student, not speak with the Council or the accuser(s) or witnesses.
3. To hear the accuser’s statement.
4. To question her accuser and other witnesses at the hearing of the Council and to present any witnesses from within the Salem Community to speak on her behalf who have direct knowledge of the accusations.
5. The Continuing Studies representative or alternate must sit on the Honor Council when the case concerns a Continuing Studies student as the accused.

IX. Hearing Procedure
The Procedure for an Honor Council hearing is as follows:
1. The accuser (if there is one), accused, and the accused’s adviser (if there is one) enter the room. All parties involved in the hearing are introduced to each other, and the hearing begins.
2. The accuser gives her or his account of the case, followed by any questions from the Council. If the accuser is not present, the Honor Council Chair will read the accuser’s written statement.
3. The accused then gives her account of the case, followed by any questions from the Council.
4. The accused questions the accuser(s). The Council may interrupt with questions.
5. Once the accused is finished, the accuser(s) may question the accused.
6. If there are witnesses (maximum of two) for the accused, they will come in individually to give their statement and answer questions by the Council, the accused and the accuser. Witness can submit signed letters if she can’t be there.
7. Once all the witnesses for the accused have testified, the witness(es) against the accused will testify following the procedure stated above.
8. The accuser, accused and adviser, are excused from the hearing. The Council, taking all statements and evidence into consideration, will deliberate and determine responsibility and then vote on sanctions if they deem any necessary. The Council will then invite the accused and adviser back into the room for the announcement of its decision on the case, any sanctions that it will recommend to the Faculty Advisory Board for further consideration and an rationale for its findings.
9. If a student fails to appear before the Honor Council without a valid excuse, the Council will hear the evidence presented in her absence and make a decision based on available evidence.
10. If the Honor Council does not find the student responsible or gives the student the sanction of warning, the student will receive written notification of the Council’s decision within one working day.
11. If the Council finds the student responsible and recommends a sanction of probation or higher, the Faculty Advisory Board will convene at the earliest time possible. The student will receive written notification of her sanction following the Faculty Advisory Board’s review of the case.

12. The Dean of Students Office will inform appropriate offices of any sanctions issued to a student.

NOTE: No cell phones or recording devices, including cell phones with broadcast capability, are allowed in a preliminary hearing or formal judicial hearing. The only exception is the official recording of the Honor Council hearing by the Chair or Secretary.

X. Faculty Advisory Board
The Faculty Advisory Board (FAB) works at the request of the Dean of Students in an advisory capacity with the Legislative Board, Interdorm Council, Honor Council, and the Executive Board of the Student Government Association as they create and maintain campus standards. A member of FAB must attend all Honor Council hearings and serve in an advisory capacity. The committee automatically convenes in the event that the Honor Council or Interdorm Council issues a student the sanction of probation or higher. When cases arise related to other student government issues, the FAB shall meet at the request of the Dean of Students.

The procedure for an FAB review is as follows: FAB will meet with the Council Chair and Secretary and will hear the specifics of the case. FAB may request to meet with the accused. The accused may request to meet with FAB. If FAB does not concur with the sanction made by the Council, the Chair of the Council will reconvene the Council for discussion and take another vote of the Council. If the Council and FAB cannot reach a mutual sanction, the two bodies (FAB and Honor Council) must meet jointly to reach consensus with respect to the sanction.

XI. Sanctions
The Honor Council deems serious any violation of the Honor Tradition and other areas of jurisdiction. The role of the Council in hearing cases and determining sanctions is intended to be educational in nature, not punitive. Thus the Council may require that the student seek additional support through Academic Support services on campus. In addition, the Council may recommend one of the sanctions discussed below. Failure of a student to fulfill her sanction by the date specified by the Council will result in an automatic reappearance before the Council.

1. **Warning:** This sanction is given when a student is responsible for a violation that does not warrant severe action. When a student acknowledges responsibility or is found responsible by the Council, a warning is put on the student’s judicial record in the Dean of Students Office until graduation. The Council advises the student to learn from this experience as she reflects on the importance of the Honor Tradition to the Salem College community.

2. **Probation:** This sanction is given when the student is responsible for a violation that is of a serious nature. It is stressed to a student that this is a time for reflection and contemplation about what she has done and what it means to live and abide by the Honor Tradition. Probation may entail a loss of social privileges for the length of probation and/or educational assignments and a punishment to fit the violation based on the decision of the Council. Loss of social privileges will include all College-sponsored social events, such as events sponsored by SGA, 3+3, and CAC, and visitation privileges.
In cases when the student is not serving a sanction at the time but is a repeat violator of the Honor Tradition, this sanction may be given to ensure that the student understands the importance of the Honor Tradition and the vital role it plays in Salem’s community. If the student incurs any other violation from the Honor Council or Interdorm while on probation, this additional offense may activate a sanction of suspension. The sanction of probation remains on the student’s judicial record in the Dean of Students Office until graduation.

3. **Suspension-Held-in-Abeyance**: This sanction is given when a student is found responsible for a violation of a very serious nature but who, in the Council’s judgment, should be allowed to continue her coursework at Salem. A Suspension-Held-in-Abeyance will entail a loss of social privileges for the length of the sanction, as well as appropriate educational assignments and/or a punishment to fit the violation based on the decision of the Council. Loss of social privileges will include all College-sponsored social events, such as events sponsored by SGA, 3+3, and CAC, and visitation privileges. A student who is on Suspension-Held-in-Abeyance is not eligible for membership in any campus clubs or organizations nor may participate in the intercollegiate athletics program.

If the student is found responsible for any other violation by the Honor Council or Interdorm Council while on Suspension-Held-in-Abeyance, this violation may activate a sanction of suspension, and the student will be required to leave campus within 24 hours unless she appeals the decision (see Suspension). Suspension-Held-in-Abeyance stays on a student’s judicial record in the Dean of Students Office until the student graduates.

4. **Suspension**: Given when the student is found guilty of a violation of an extremely serious nature. The student must leave campus within 24 hours unless she decides to appeal the decision. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. Once the sanction has been served, the student is free to return to Salem. Suspension remains on the student’s judicial record in the Dean of Students Office for two years after graduation.

5. **Expulsion**: This sanction is given when a student is found guilty of a violation that is of the most severe nature. This sanction is given when the Council feels that the student grossly neglected the importance of the Honor Tradition. This may include such violations as being a repeat offender of the Honor Tradition. The student must leave campus within 24 hours unless she appeals the decision. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. A student who receives the sanction of expulsion may not return to Salem’s campus for any reason, including alumnae events. The sanction remains on the student’s judicial record in the Dean of Students Office permanently.

**XII. Appeal Process**

An accused student who feels that the Honor Council or Interdorm Council violated her rights or that the decision (handling and/or sanction) reached was arbitrary shall have the right to appeal to the Appeal Board.
General Procedures:

A. Filing an Appeal: The appellant must inform the Chair of the Appeal Board (Dean of the College) in writing concerning the basis on which the appeal is being made and the reasons why she deems her case worthy of hearing by the Appeal Board. The student must file this formal appeal within 24 hours after the student receives written notification of the decision of the Honor Council, Interdorm Council, or Faculty Advisory Board.

B. Convening the Appeal Board Hearing: The Chair of the Appeal Board will notify the Honor Council Chair or Interdorm Chair regarding the appeal and will convene the Board. A formal hearing date will be set by the Board so that the complete process will not exceed seven days (from the time the Chair receives the written appeal to the time of the hearing). When possible, a decision must be rendered no less than three days before Commencement. The guidelines for the hearing are as follows:

1. The Appeal Board will meet to consider the appeal. If the Board decides the case has no merit, the decision of the Honor Council or Interdorm Council stands.
2. The Chair will explain the Board procedure to the student who is appealing the decision of the Council.
3. During the appeal hearing the Honor Council or Interdorm Council representatives will enter the room and state their case. The Appeal Board may pose questions to the representatives. After the case is stated and they have responded to the Board’s questions, they will leave.
4. The student who has submitted the appeal is then asked to come in and state her case. The Board may ask her questions regarding the case. The student is allowed to have an adviser for the judicial process with her during the hearing. Once the student has stated her case and has responded to the Board’s questions, she will leave the hearing.
5. The Appeal Board will render a decision in writing. If issues related to the appeal are sufficiently problematic, the Appeal Board holds the right to reopen the substantive case.
6. The Chair of the Appeal Board will notify all parties involved of the decision that was reached. In Honor Council cases brought by the faculty, the faculty member will be notified of the sanction.

C. Decision: Should the Appeal Board uphold the original sanction, the sanction becomes effective as soon as the student receives written notification of the decision. Should the Appeal Board render a different sanction, the student will be notified in writing of the sanction and its stipulations. The Appeal Board cannot render a more severe sanction than that of the Honor Council/Interdorm Council or the Faculty Advisory Board.

D. Appeal to the President: If the student feels that she was not treated justly by the Appeal Board, she may appeal to the President of the College. The student must appeal in writing to the President of the College within 24 hours after the student receives notification of the outcome of the Appeal Board hearing. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal.
College Policies

It is the responsibility of each student to know the regulations and policies of the College. Failure to abide by the stated regulations and policies may result in disciplinary action by the appropriate student government council or the Administration of the College. Sanctions may range from warnings, fines, loss of privileges, probation, and suspension, up to and including expulsion, depending on the circumstances. The regulations are operative while the College is in session.

A student is expected to comply with College policies as with all laws and regulations of the city, state, and nation. Her right to due process in cases of infractions is recognized and accepted. It must be noted, however, that in some instances penalties may be assessed by both civil and College authorities.

The Salem Department of Public Safety will investigate all criminal activity. State and/or local law enforcement agencies may be called in for assistance in investigations. If a student becomes the focal point of an investigation, the student should be prepared to make the necessary decisions (seeking legal advice, informing parents, etc.) concerning the incident. College officials may assist students with contacts and will make every effort to be a supportive resource; however, neither the College nor its personnel may interfere with the legal process.

Students may not register for classes or receive transcripts or diplomas unless ALL fees and accounts are cleared. Such fees include, but are not limited to, library fines, parking fees, and room damage fees. Each student is financially responsible for damages to College property at any location (classrooms, residence halls, dining room, recreation rooms, etc.) on campus. Policies and regulations may be amended from time to time by the action of appropriate bodies.

Alcohol Use

See Social Expectations section.

Athletics (Intercollegiate)

Admissions: The screening process for admission to Salem College is consistent for all candidates for admission; the College does not distinguish athletes from other candidates. The Committee on Admissions considers each application individually and bases its decision on the candidate’s school record, scores of the Scholastic Aptitude Test or the American College Testing Program and information concerning the academic and personal qualifications of the applicant.

Financial Aid: Salem College is committed to its long tradition of providing assistance to students who wish to attend the College. The majority of financial aid is provided on the basis of the results of a family financial analysis, which indicates the student’s needs in meeting educational costs. Other programs of aid are based on North Carolina residency, competitive academic merit and musical talent; the College does not provide financial aid for athletics. All students, athletes and non-athletes, may apply for financial aid through the processes outlined in the College Catalog.

General Eligibility: The Athletic Program at Salem College, composed of nine intercollegiate sports, is open to all students carrying a full-time course load during the semester in which they participate in the program. Consistent with the eligibility rules for campus officers of student organizations, students must maintain a 2.0 GPA in order to be eligible for intercollegiate competition. The Dean of the College must
approve exceptions. The student-run organization, Salem College Recreation Association, is available to all students wishing to participate in intramural and recreational activities. These activities are based on student interest and are open to both part-time and full-time students.

Membership in the Salem College modern dance club, Salem College Dance Company (SCDC), is determined through auditions each semester. All Salem College students are eligible to audition for the club.

Athletic Council Code of Conduct: In keeping with the Honor Code tradition of the College, all persons participating in any intercollegiate, intramural or recreational activity sponsored by and/or through the College must adhere to the following Code of Conduct for athletics:

1. All participants in intercollegiate athletics, intramural, and/or recreational events will always display honesty, integrity, courtesy and respect towards opponents, officials, coaches and spectators.
2. All participants in intercollegiate, intramural and/or recreational events will adhere to the mandated rules and regulations of each sport in which they participate.
3. Good sportsmanship will be exhibited on and off the field of competition in all intercollegiate, intramural and recreational events. Failure to adhere to this policy may result in immediate expulsion from that event and possible suspension from future events.
4. All participants in intercollegiate athletics, intramural and/or recreational events will refrain from the use of alcohol, tobacco and illegal substances during all intercollegiate practices and contests on or off campus. No use of steroids or performance-enhancing substances will be tolerated.
5. All participants in the intercollegiate athletic program must adhere to the written Athletic College Policy statement regarding absences. All participants must read and sign a copy of the policy thereby indicating their commitment to uphold the regulations stated in the policy.

Violations of this Code of Conduct will be subject to adjudication by Interdorm Council and will be subject to team sanctions.

Team Commitment: Intercollegiate athletics at Salem College are structured around the concept of the team as a unit. Athletes in the Salem College intercollegiate athletics program commit to their team through full participation in their sport. Recognizing that the team unit depends on the commitment of all students, Salem College athletes must regularly attend scheduled practices and competitions. In order to enhance personal and team performance, each athlete is expected to develop and maintain a certain level of skill and conditioning.

Excused Absences: Athletes are excused from practice for classes, monthly SGA meetings, and required meetings for SGA officers. Members of Honor Council, Interdorm Council and House Council are exempt when required meetings conflict with the athletic schedule.
Please note: Athletes may be excused for competition. Athletes whose practice or game schedule conflicts with a class are responsible for making arrangements with the faculty member. Athletes are not automatically exempt from class; the faculty member must grant permission. Athletes should make arrangements in advance to make up all class work. Athletes may arrive late for practices or leave practices early where there is a class conflict.

**Unexcused Absences:** All other absences are unexcused and will count as one of the absences in the policy. Meetings with faculty and scheduled meetings of other organizations and groups constitute unexcused absences. Athletes should arrange meeting times with faculty around scheduled practices and games. Baby-sitting, part-time jobs and internships do not qualify as exemptions from practices or games. All athletes receive a schedule for practices and games at the beginning of the season and should not commit themselves to other activities that occur during these times.

Regardless of the reason for an absence, athletes must notify their coach a **minimum of three days in advance.** In the case of illness or injury, an athlete should contact her coach as soon as possible.

**Illness or Injury:** Authority for granting an excused absence rests with each individual coach. Colds, allergies, menstrual cramps, injuries, etc. do not exempt an athlete from practice or competition. Students are expected to attend even if they cannot participate; watching and listening at practice or at a competition can be a valuable training too.

**Chalking**

Chalking is permitted on sidewalks and asphalt driveways only with washable chalk. Chalking on buildings or other campus fixtures, such as streetlamps and signs is strictly prohibited. Groups or individuals violating the chalking policy will be responsible for any charges related to special cleaning and chalk removal.

**Communications**

Student groups should observe the following guidelines for efficiency in campus communications:

Messages for traditional students (entire student body, residential or off-campus only) should be sent to the Administrative Assistant in the Dean of Students Office for inclusion in the weekly *Salem College* e-newsletter produced every Friday. Deadline for submissions for the newsletter is each Friday at 12:00 noon. A supplemental announcement page for the *Collage* will be produced Tuesdays as needed. Deadline for announcements for the supplement is Tuesday at 12:00 noon. **All announcements should be emailed to shirley@salem.edu.**

*Continuing Studies InfoMail*, the CS e-newsletter, is published most Mondays, or as events warrant. Announcements for Continuing Studies students should be sent to the Office of Continuing Studies at continuingstudies@salem.edu.

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This policy provides guidelines for and promotes the responsible and ethical use of the shared computing resources of Salem Academy and College. It is in the best interest of the community as a whole for computing resources to be used in a manner which protects the equipment and the rights of all users. This general policy applies to all computer and computer communication facilities owned, leased, operated, or contracted by Salem. This includes computers, servers and associated peripherals and software, regardless of whether used for administration, research, teaching, or other purposes. This policy also extends to any use of campus facilities to access computer facilities elsewhere. Those responsible for campus computing facilities not administered by Information Technology, such as those in the library, may have additional regulations consistent with this policy to control their use. System administrators are responsible for publicizing any additional regulations concerning the authorized and appropriate use of the equipment for which they are responsible.

Basic Principles: As in all aspects of life, a user of computing facilities should act in a manner consistent with ordinary interpersonal and ethical obligations. Cheating, stealing, making false or deceiving statements, plagiarism, vandalism, and harassment are just as wrong when done in the context of computing as they are in all other aspects of conduct. Individuals should use only those computing facilities they have been authorized through ordinary channels to use. Specifically, but not exclusively, users should refrain from:

1. Granting or attempting to gain unauthorized access to the computer on which students' records reside;
2. Using the computer for commercial activities without prior permission;
3. Using applications, which affect bandwidth to the extent they inhibit or interfere with the use of the network by others; (chain letters and mass sending of unsolicited e-mail either off-campus or to Salem Academy and College addresses may be considered interference);
4. Using the computer access privileges of others, or giving lab combinations and/or modem numbers to other users, admitting users who are not students, faculty or staff;
5. Accessing, copying, or modifying the files of others without their explicit permission;
6. Illegal use of any kind, including copyright infringement;
7. Interfering with the normal operation of computing systems or the legitimate use of computing facilities by unauthorized users;
8. Violating the restrictions for computing systems they use, on or off-campus;
9. Attempting to subvert the restrictions associated with campus computing facilities;
10. Harassing others in any way
11. Connecting network devices or running network services on any PC

Computer Lab Policy: It is the view of the Computing Services staff and the Information Technology Advisory Council that the

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following rules and guidelines promote the good of the student computing community and the spirit of the total Salem community:

I understand that the computer labs at Salem College belong to the College and are made available only to students, faculty, and staff.

I understand that using the labs is a privilege.

I agree to practice proper computer and Internet etiquette and to abide by the following rules governing lab use:

1. No food or drinks may be brought into the labs.
2. No tobacco products in the labs.
3. Class-related work takes precedence over ANY other use of the computers.
4. Only one login per person to a computer at a time is allowed.
5. The entry code to lab doors may not be given to anyone else. The door to the lab shall be kept closed. A student inside the lab may not admit someone who does not have the combination.
6. No activity that creates an environment not conducive to studying – i.e. loud talking, music or the use of cell phones.

Wireless Policy: Wireless connectivity on campus is reserved for Salem faculty, staff and students.

Disciplinary Action: Reasonable suspicion of a violation of the principles or practices described in this policy statement may result in disciplinary action. Such action will be taken through appropriate College channels such as administrative procedures, the Honor Council, or other supervisory authority to which the individual is subject. Violation of local, state or federal statutes may result in civil or criminal proceedings. With due regard for the right to privacy of users and the confidentiality of their data, system administrators have the right to suspend or modify computer access privileges, examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Users whose activity is viewed as a threat to the operation of a computing system, who abuse the rights of other users, or who refuse to cease improper behavior may have, at the very least, their privileges revoked. In the event that access to a system is revoked, users will be provided a copy of their files.

Convocation Attendance

Required convocations for the year are Opening Convocation, Founders Day, and Honors Convocation. To obtain an excuse for a convocation, a student must submit an excuse in writing to the SGA Vice President via the Dean of Students office at least two hours before the event. Excused absences for convocations are defined as death in the family and/or note from a certified medical doctor. Work is not an excuse. Any unexcused absences will result in a $25 fine. Caps and gowns must be worn by all seniors at the following convocations: Opening Convocation, Founders Day, Honors Convocation and on such other occasions as may be requested by the Administration. The President or the Dean of the College will
notify the senior class president if caps and gowns are to be worn on occasions other than those listed.

**Drugs**
Cases involving illegal possession, use, or sale of drugs are subject to criminal prosecution as well as being heard administratively. Any student involved in drugs on campus will be subject to a penalty up to and including expulsion. The Administration of the College reserves the right to notify the parents of a student under the age of 21 if she has been involved in a drug violation.

**Harassment**
Verbal, physical or written threats, verbal or physical abuse, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the physical and/or mental health or safety of any person will not be tolerated. Harassment can include demeaning the race, gender, religion, color, creed, disability, sexual orientation, national origin, ancestry, or age of any individual or individuals.

**Hazing**
Hazing is against the North Carolina State Law that defines hazing as, “to annoy any persons by playing abusive or ridiculous tricks upon him/her; to frighten, scold, beat or harass him/her; or to subject him/her to personal indignity.”

Hazing, defined as an act that endangers the mental or physical health or safety of a student or that damages or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is prohibited. Hazing violations are handled by the Interdorm Council or the Administration. This policy exists for the protection of all students. It is important to realize that activities that begin as harmless pranks can result in unintended injury or death. Group pressure, alcohol use, hidden physical or psychological disabilities or unforeseen circumstances can cause an activity that began as fun to have a tragic end.

**Human Immunodeficiency Virus (HIV)**
The human immunodeficiency virus (HIV), also known as AIDS virus, is an infectious agent now known to be associated with clinical diseases involving the immune system. Salem College recognizes that, although HIV is transferable, medical research and experience establish that the virus is not easily transmitted or contracted. Therefore, based on current medical evidence as well as recommendations from the American Council on Education and the American College Health Association, the College will not automatically exclude students who may become infected with HIV from enrollment or restrict their access to services and facilities. Similarly, employees of the institution who may become infected with HIV will not be automatically excluded from employment or restricted in their access to services or facilities. In such cases, medically based judgments will be made to determine whether restrictions or exclusions are necessary for the welfare of the individual or others of the College community. Persons who know or have reasonable basis for believing that they are infected are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of others. Persons who
know that they are infected will be expected to share that information with the Director of Student Health Services so that the institution can respond to their health and educational needs. Clinical records of persons suspected or diagnosed as infected with HIV will be confidential information. Institutional and public health officials will be informed of the existence of such cases on a need to know basis and as required by law. Infected persons refusing to comply with the treatment recommendations of the medical staff of Health Services will be referred to the Administrative Council, without the president of the College in attendance, which may recommend termination of enrollment or employment.

**Human Subjects Review**

Members: Dean of the College, one faculty member from psychology and one faculty member from sociology. The Human Subjects Review Committee shall consider all research proposals to determine if they conform to the expected standards for research with human subjects. The following information should be submitted to the committee for its approval prior to the actual data collection process:

1. What is the purpose of the study? This should be a specific statement including the kind of measurements to be made on the subjects, the type of analysis, and potential relevance of the results. Also indicate:
   a. number of subjects required
   b. age/sex of subjects
   c. time required per subject in the study
   d. the manner in which subjects will be recruited for the study
   e. how “informed consent” is obtained from the subjects
   f. how anonymity is maintained
   g. how this will be an educational experience for the subjects involved.

2. If a questionnaire is to be administered, a cover letter that conveys a brief description of the study and the nature of the items contained in the questionnaire should be included. The letter should emphasize the voluntary nature of participation and assure anonymity and confidentiality of results. Finally, it must instruct students of their right to withdraw from the study at any time.

**Institutional Vehicle Usage**

Salem College allows students to use institutional vehicles for official business approved by the Dean of Students Office. Vehicles not being used for business purposes must remain on the premises of the College. The Public Safety Office, who will provide safety information and require a driving demonstration upon presentation of a valid driver’s license and evidence of a safe driving record, must certify students who drive a College vehicle. Satisfactory completion of these steps is required for permission to drive an institutional vehicle.

Students, faculty and staff may reserve the Student Activities Van (capacity of 7) or either of two College minibuses (capacity of 14 each) by contacting the Administrative Assistant in the Dean of Students Office at extension 2627. An institutional gasoline credit card may also be obtained from Salem College - 35
this office for student activities. Staff and faculty should obtain institutional gasoline credit cards from their department head or the Administration and Planning Administrative Assistant at extension 2606. The College will only pay for gasoline purchased with an institutional credit card. Receipts must be submitted when the card is returned to maintain privileges to use an institutional vehicle. Student groups traveling beyond the local area will be responsible for paying for their own gasoline.

Vehicles should be returned clean and with a full tank of gas. Upon your return, gasoline credit cards and keys should be returned immediately to the Dean of Students Office Monday through Friday between 8:30 AM and 5:00 PM, out of respect for other requests to use the vehicles which occur on an ongoing basis. If an institutional vehicle is scheduled for use by another group before the next scheduled opening of the Dean of Students office, you may be asked to contact and transfer keys and credit card to another individual on campus. Under no circumstances should you transfer keys and/or credit cards to anyone other than Dean of Students staff without advance permission from the Dean of Students Administrative Assistant.

Pets

No pets are permitted on Salem College property. The fine for having a pet on campus is $40.00. An official of the Forsyth County Humane Society and/or the Forsyth County Animal Control Shelter will remove all pets found from campus. The name of any student who is in violation of the pet regulation will be reported to the Chair of the Interdorm Council. Students will be responsible for any charges associated with cleaning, extermination or damages resulting from the pet. All other persons who fail to cooperate with the campus regulations in this matter may be given a trespass warning. This policy does not apply to fish. All stray animals seen on campus must be reported immediately to Public Safety. Do not handle or feed the animals. They may be dangerous and/or carry a disease.

Residential Living

Salem College is a residential campus. All students must live in College residence halls on campus unless they make their home with members of their immediate families or legal guardians. Students living in College residence halls must be full-time students (registered for a minimum of three course credits). Infractions of this policy will be handled by the College administration.

Sexual Assault

The Salem College community will not tolerate sexual assault. The College has personnel who can assist survivors of assault through counseling, referral and advisement of rights. Survivors make all decisions regarding criminal charges. If sex offenses occur on campus, students are advised to:

1. **Contact the Student Health Service or local emergency room.** Students are strongly encouraged to seek medical assistance within 72 hours of the incident for their own protection. If a victim decides to press charges, medical information is essential.

2. **Contact Public Safety.** For the safety of themselves and the community, victims are encouraged to report incidents of rape or other sexual assault to Public Safety.

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No legal action will be taken, and no specific information will be released without the victim's consent.

3. **Contact the Counseling Office and/or Dean of Students Office.** Both offices can provide students with a variety of resources that are available to assist students who have been assaulted. These include the counseling center, Student Health Center, Family Services Sexual Assault Response (722-4457) in addition to numerous counselors and therapists in the Winston-Salem community. If the alleged assailant in a sexual assault is a Salem student, a complaint may be filed through the College judicial system, whether or not legal charges are pressed. In cases, however, where a concurrent criminal prosecution is occurring, the College’s overriding concern is to protect the criminal case. During an on-campus disciplinary case, the victim may choose to be accompanied through the judicial process by another Salem student, faculty or staff member. If the alleged assailant is found guilty, sanctions may include loss of housing, suspension or expulsion. Both parties shall be informed of the outcome of any disciplinary proceeding where there is an alleged sexual assault. Sexual assaults allegedly committed by a student from another campus can be referred by the Dean of Students to the accused student's campus for judicial action upon request of the assaulted student.

**Sexual Harassment**

Salem College reaffirms its belief that the quest for knowledge can only flourish in an atmosphere free from sexual harassment. Salem College opposes any and all forms of sexual harassment and will continually take steps necessary for the prevention of such behavior. Conduct in violation of this policy may result in disciplinary action, up to and including termination of employment.

**Definitions of Sexual Harassment**

Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission is made an express or implied term or condition of employment or status in a class, program or activity
2. submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion, or grading a course)
3. the conduct has the purpose or could be reasonably judged to have the effect of interfering with a person’s work or education performance
4. the conduct has the purpose or could be reasonably judged to have the effect of creating an intimidating, hostile, or offensive environment for work or learning.

**Examples of Sexual Harassment**

Examples of behavior that may be deemed sexual harassment include:

1. physical assault
2. direct or implied threats that submissions to sexual advances will be a condition of employment, work status, promotion or grades

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3. a pattern of unnecessary sexually explicit statements, questions, jokes or anecdotes not related to classroom material
4. unwelcome touching, patting, hugging or brushing against a person’s body
5. remarks of a sexual nature about a person’s clothing, body, sexual activity, or previous experience

Consensual Relationships

Section I

Salem College deems unethical romantic or sexual relationships between students and faculty members or supervisors and employees when a substantial power differential exists between the individuals.

1. Romantic or sexual relationships between students and faculty members in such a circumstance are wrong because the faculty member has professional responsibility (such as grading and/or advising) for the student. While such relationships may appear to be consensual, the voluntary consent of the student is in doubt as a result of the power imbalance in such relationships.

2. Formal supervisor/employee relationships of a romantic or sexual nature are wrong in such a circumstance because the supervisor has professional responsibility (job preferment, promotion, etc.) for the employee. The same may be said of informal supervisor/employee relationships (e.g. a departmental chairperson and a faculty member in that department) of a romantic or sexual nature. While such relationships may appear to be consensual, the voluntary consent of the employee is in doubt as a result of the power imbalance in such relationships.

Section II

Salem College deems unwise romantic or sexual relationships among members of the Salem Community even though a power differential may not exist.

1. Student/faculty romantic or sexual relationships in such a circumstance may lead to difficulties because a situation could arise in which the faculty member comes to have professional responsibility for the student, and a power differential is thereby created. At that point the relationship would be unethical.

2. Any faculty member in a relationship where no power differential exists should nevertheless realize that the end of such a relationship could be followed by a charge of sexual harassment. In such a case it could be exceedingly difficult to prove immunity on grounds of mutual consent.

3. Employee/student romantic or sexual relationships may lead to the same problems as described above.

Operating Procedures

The College has considered the rights and concerns of both the complainant and the accused in the following special procedures for redress of incidents of sexual harassment:

1. Grievance Board
   a. The President of Salem College will appoint a standing Grievance Board to receive
complaints of sexual harassment from students, faculty, and staff members. The Board will emphasize mediation and conciliation, and will rely on discreet inquiry, persuasion, confidentiality, and trust in dealing with complaints brought for its consideration. When the Board cannot resolve a complaint to the satisfaction of those concerned, it will, in an advisory capacity, refer the matter with recommendations to the President of the College. All members of the Salem community are expected to cooperate fully with the Board.

b. The President will appoint a chairperson of the Board. This member will act as convener of the Board and will facilitate administrative operations and equitably assign Board members’ responsibilities for Board activity.

2. General Operating Procedure for Students, Faculty, and Staff Members

a. Any student, faculty member, or staff member may ask questions about procedures, seek advice, or lodge a complaint to any member of the Board, either orally or in writing. No one will be penalized for inquiring about or reporting incidents of sexual harassment. A complainant should be assured that confidentiality will be maintained to the fullest extent possible; however, no promise of inaction or anonymity can be made once a complaint has been lodged. The Chair of the Grievance Board must be informed in writing of any formal complaints made to Board members within five days after the complaint has been received. The individual will be encouraged to make a written complaint; if she/he declines, consultation and advice from a Board member is still available.

b. Malicious gossip or unsubstantiated hearsay about individuals with regard to sexual harassment may irreparably affect the standing of any member of the Salem Community. False statements will be considered as a violation of this policy. In the event that the Board observes a pattern of complaints against the same individual over a period of time, it shall notify the President and the individual involved and may conduct an investigation.

c. The Board will be generally available to consult with the Salem community on the issue of sexual harassment, and will be responsible for helping to educate the College about issues related to sexual harassment.

d. The Board will refer matters that do not fall under its purview to the President or appropriate officer of the College for action.

3. Operating Procedures for Complaints of Sexual Harassment.

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The Board will proceed in the following manner:

a. The Board member first contacted, after initial discussion with the complainant, will describe the incident in writing to the Chair without disclosing details about the identity of those involved. The Chair will decide if the complaint should be brought to the Grievance Board. The decision of the Chair shall be communicated in writing to the members of the Board within five days.

b. The Board will decide whether the complaint falls under its purview. If it concludes that the Board should consider the complaint, the persons involved will be identified to the Board. At this point Board members who identify a potential conflict of interest will be required to withdraw from consideration of the complaint.

c. Three members of the Board, assigned by the Chair to conduct a preliminary informal investigation, will meet as soon as possible with the persons directly involved in the complaint in order to clarify what incidents occurred and what view each holds. The person complained against shall be informed of the name of the person making the complaint as well as the substance of the complaint. A written record of all findings of the preliminary informal investigation will be filed with the Chair within ten days. The Chair will retain such files for three years.

d. The Chair will convene the Board within five days of receipt of the written report of the preliminary investigation. The members of the Board who have been involved in the informal investigation will report back to the Board to determine how to proceed. It may then be necessary for them to speak with persons other than the parties involved in the complaint; if so, they will speak with those parties only after informing the complainant and the accused, and before making their final report to the Board. Minutes of all Board meetings will be taken and retained for three years.

e. When the appropriate information and views are collected, the informal investigation team will make its final report to the Board. After review of the information, the Board will report its findings, with recommendations for action in writing, to the President, who may consult with any affected parties in her/his deliberations.

f. The President will inform the Board of the final disposition of complaints referred to her/him and will consult with the Board before taking actions at variance with the recommendations of the Board.
g. If either the complainant or the person named in the complaint is dissatisfied with the Board’s recommendations, that person may meet with the President to discuss her/his concerns.

Snow/Inclement Weather

In the event Salem College cancels all classes because of snow or ice, local radio and television stations will be requested to make the announcement. In particular, monitor WSJS and WXII. Cancellations and delays will also be posted at www.salem.edu and the switchboard voice mail service (721-2600). In some instances bad weather may prevent some professors from coming to class even though the College is not closed. If you are concerned about this possibility, call the College switchboard, 721-2600, between 8:30am and 9:00am. Faculty members who will not be able to drive to campus are encouraged to notify the switchboard between 8:00am and 8:30am.

Students are encouraged to ask professors at 8:00am classes what method is best for obtaining information about whether or not that particular class will be held in the event of inclement weather.

Solicitation

Only approved solicitation is permitted on campus under the following conditions:
1. Any solicitation on campus by an outside vendor requires approval by the Dean of Students.
2. Solicitations cannot include merchandise or activities that are incompatible to the overall purpose of the institution.
3. Contracts for solicitations must exist between the institution and vendor even if the activity is a student activity.
4. Solicitations from outside vendors must have calendar approval and be entered on the institutional calendar to avoid conflicts.

Substance Abuse

In accordance with the Drug-Free Schools and Communities Act (P.L. 101-226), the following information is provided in order to outline Salem College’s Substance Abuse Policy:
1. The consumption of alcohol by people under 21 and the illegal possession, use or sale of drugs is strictly prohibited and is subject to judicial action on campus by the Interdorm Council or the Administration, as appropriate, as well as prosecution off campus by local authorities.
2. According to Article 5 of Chapter 90 of the North Carolina General Statutes and Title 21 of the United States Code, anyone who is found to have manufactured, sold, or delivered, or possessed with intent to manufacture, sell or deliver a controlled substance is subject to imprisonment and possible fines. Chapter 188 of the North Carolina General Statutes outlines the penalties for violations of alcoholic beverage consumption and distribution. Penalties may also include imprisonment and/or fines.
3. Facilities on campus are able to address the needs of the campus community in regard to counseling, treatment, or rehabilitation programs. Student Health Services or Counseling Services can provide limited treatment.
Trespassing

The campus of Salem College is private property. The facilities of Salem College exist for the benefit and use of its students, faculty, staff, and guests. Accordingly, Salem has the right to require individuals who do not have permission to be on campus to leave the campus and, if necessary, and appropriate for the best interest of the institution and its students, faculty, and staff, to charge such individuals with trespassing. The Salem community or certain members of that community may from time to time be informed about trespassing incidents when that is considered necessary or appropriate. All members of the Salem community are required to cooperate with and adhere to our policy on trespassing. Accordingly, members of the community are required to inform the Public Safety Office promptly should they learn of individuals on campus who have been required to leave or charged with trespassing. Community members should act responsibly in such a case. No community member should engage in any dispute or argument with such individuals or try to force them to leave; rather, community members should contact the Public Safety Office immediately. Likewise, no member of the Salem community should offer any assistance to an individual who has been required to leave the property owned or controlled by the Academy or College or charged with trespassing. Accordingly, conduct by any community member contrary to this policy will not be tolerated by the Salem administration and will be subject to administrative review and action.

Weapons

Possession of weapons, concealed or otherwise (firearms, knives, dangerous chemicals or other weapons) or intentional possession of a dangerous article or substance as a potential weapon in the residence halls, apartments, classrooms, laboratories, or elsewhere on campus is prohibited and may result in suspension or expulsion from the College, as well as prosecution under North Carolina State Law.

Web Page

Salem College recognizes the educational value and societal significance of the Internet and its invaluable resource as a public relations tool for the institution. To that end, this policy seeks to ensure that all contents of web pages related to Salem College are compatible with the Honor Code and other policies of Salem College and with local, state and federal laws. This requirement includes links to other pages.

Salem’s web site should be considered as an additional institutional publication. Therefore, the process of overseeing the content and appearance of the Web site resides with the Director of Communications. No personal web pages may use the Salem College logo, and no personal web page may be directly linked to the Salem College home page. Individual departments, divisions and student organizations sanctioned by Salem College may add material to the Salem College home page through the following procedure:

1. You must write your own materials and submit them, along with any desired photographs or graphics, in electronic format, for content approval and editing. You
may be asked to rewrite materials as deemed necessary by the Director of Communications.

2. The Director of Communications, in conjunction with the computing staff, will determine a timetable for placement of your materials on the homepage. All requests may be subject to a waiting period depending on workload of the computing staff, the complexity of your request/materials, and institutional priorities.

3. The Web site will be reviewed on a quarterly basis by an editorial committee comprised of:
   Director of Communications, Chair
   Vice President for Institutional Advancement
   Associate Professor of Communications
   Director of Libraries
   Registrar
   Dean of Students
   Dean of the College
   Director of Information and Technology
   Dean of Continuing Studies
   Webmaster

Guidelines for Personal Web Pages

All publishers of personal web pages should remember that a search for “Salem” will reveal their page if the word appears as text. Thus, publishers should exercise both good taste and discretion in their material because outsiders will judge Salem College by what they find there. As stated above, personal Web page publishers may not use the Salem College logo. In addition, they must not use materials that:

1. Are copyrighted images, text, or software, unless they have received permission to use such materials, subject to the copyright laws of the United States. If you have a question about copyrighted materials, call Dr. Rose Simon, Director of Gramley Library at 917-5421.

2. Are offensive, pornographic, obscene or threatening.

3. Are for private financial gain or compensation not relevant to the mission of the College or otherwise in violation of the College Ethics Policy.

4. Intimidate or single out individuals or groups for degradation or harassment in violation of federal or state law.

5. Engage in any illegal activity.

Disciplinary Action

Reasonable suspicion of a violation of the principles or practices described in this policy statement may result in disciplinary action. Such action will be taken through the appropriate College channels such as administrative procedures, the Honor Council, or other supervisory authority to which the individual is subject. Violation of local, state or federal statutes may result in civil or criminal proceedings.

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Academic Privileges and Responsibilities

**Academic Regulations**

The current issue of the Salem College Catalog contains the official statement of academic regulations and programs. Students are responsible for the information printed in the Catalog. The notes included below are to supplement and to assist your understanding of college expectations. They do not replace statements in the Catalog.

**Faculty Advisers**

The Dean of Undergraduate Studies serves as a general adviser and is available for conferences with individual students. Students should not hesitate to make an appointment for a conference. The faculty adviser is appointed for each first-year student before the fall term. The faculty adviser serves as the student’s instructor for College 100 and 101. Students keep this adviser until they declare a major (which may be as early as the spring of their first year and/or as late as the spring of their sophomore year.)

The adviser or the student may arrange conferences at any time so that she may receive assistance in matters academic and otherwise. A student may change her adviser by consulting with the Dean of Undergraduate Studies. Students should feel free to make appointments with the faculty for whatever assistance may be needed. Faculty advisers for juniors and seniors are appointed from the department in which the student has made a choice of major subject.

**Academic Loads**

The normal load for each student is four courses per term. In addition to the catalog information concerning academic course loads, students are advised that there is a faculty subcommittee on Academic Appeals that will consider requests for exceptions. The decision of this committee is final. Please see the Registrar if you want to discuss or present an appeal.

**Written Work**

Students are expected to prepare all written work in accordance with the principles of the Honor Code. Any deviation from these principles in the preparation of themes or term papers will be considered a very serious violation of the Honor Tradition.

**Preparation of Papers**

A student may freely discuss ideas with others, since such a discussion is valuable stimulation to independent thought. She must be especially accurate in the documentation of work and/or ideas which are not her own. Your instructor can give you specific guidelines about the preparation of paper, open book tests, and outside assignments. Individual instructors may have different requirements about the extent to which students may discuss ideas, edit each other’s work or otherwise assist each other in the preparation of assignments.

**Documentation**

The following statements as to documentation of papers were adapted by the faculty in April, 1990: “It is customary in all your writing to acknowledge all ideas and phraseology which you have not thought of yourself. At Salem College, this rule applies to the ideas and phrases of other students as well as to those of published scholars. There are various specialized ways of making such acknowledgments, but in general two principles...
should be kept in mind: (1) that you must state the source from which you get an idea or expression; and (2) that you must indicate what it was (idea, fact, technical term, or phrase) that you got from this source.

“The method of stating where your source for a statement is located varies with the kind of writing you are doing. In a formal paper you will use the elaborate methods of citation detailed in your Freshman English Handbook or other specific methods required by your instructor; in a less formal paper, you will simply mention the name of the author in the statement. In a test, when you are referring to a matter of fact you learned from your textbook or from class, you will assume that it is common knowledge and needs no specific citation. Matters of opinion or distinctive phrases, however, require some mention of the name of the person who uttered them.”

“Showing what you got from a source once you have cited it is done by making the following distinction in your writing: an idea, fact, or an opinion, stated entirely in your own words needs no further acknowledgment beyond citation of the source. Any quotation (including technical terms which might not be recognized by your reader), however, must be included in quotations and indented. You must quote exactly, showing omissions by the use of three spaced periods and insertions by the use of square brackets. Your Freshman English Handbook or your instructor will give you examples of places where the quotations are needed and methods to indicate departure from quoted text.”

“In order to show that you understand your subject beyond what is implied by the ability to copy someone else’s words and in order to make what you cite serve your purposes rather than those of the original author, you will normally paraphrase material written by someone other than yourself. But remember that when you paraphrase you must use the words that come naturally to you rather than those suggested by your source. Even short phrases of two or three words, as well as long ones regardless of their degree of distinctiveness, that come from your source must be set in quotation marks.”

“Failure to make acknowledgment by these forms which have been discussed gives a false impression to your reader. The reader may think some idea, perception, or elegance of phrasing is your own when it really is not. It is your responsibility to go out of your way to play fair with your reader in giving credit where it is due by means of scrupulous acknowledgment of sources. If you have any doubt as to the correct way to treat a source, ask your instructor what to do, and if your instructor is not available, bend over backwards to ensure that you have make full acknowledgments. Failure to document papers properly is plagiarism and an Honor Council offense. Students should consult the “Research Resources” section of the Salem College Library web page for further information on correct documentation and plagiarism.”

Students may also contact the Office for Academic Support (x2822) for information on workshops on correct citation and documentation.
Absence Policy

Students are expected to attend classes regularly and promptly. The individual faculty member has the right to establish attendance regulations for his or her classes and the responsibility to inform students of these regulations at the beginning of each term. Students assume responsibility for class attendance by meeting the standards set by their instructor and are also responsible for discussing with the faculty member any extenuating circumstances that affect their attendance. If a student is absent from class, it is her responsibility to meet with her faculty members who will determine whether or not the absence is excused and how missing work will be handled. Authority for granting excused absences or extensions for missed class time or an assignment rests with each individual faculty member. Faculty may request that students provide written verification of health or counseling appointments, but this information serves as notification/verification only. In the event of a family emergency or an extended illness that results in absence from more than two class sessions, students may contact the Dean of Undergraduate Studies who will provide information regarding the absences to the appropriate faculty. The Office of the Dean of the College does not excuse absences. In the same way, the Student Health Center staff does not write excuses for missing class due to illness.

Drop/Add Policy

A student who has dropped a course may add another during the first week of the term. She may add a course during the second week with the permission of the Dean of the College and the instructor. A course may not be added after the second week. For other information concerning this policy consult the Degrees and Requirements section of the Salem College Catalog.

Withdrawal

Students who wish to withdraw from the College are required to have an exit interview and complete a written form provided by the Dean of Undergraduate Studies. If the student withdraws from the College during the first eight weeks of the term, she will receive either a Withdrawal/Passing (WP) or Withdrawal/Failing (WF) in each course, depending on her status in the course at the time of the withdrawal. Neither the WP nor the WF grade is counted in computing the student’s grade point average.

If a student must withdraw for health or family emergency reasons at any point during the term, the Dean of the College may authorize the grade of withdrawal (W) for her courses, provided that the student has submitted the appropriate documentation for this type of withdrawal. A student who withdraws from the College for other than approved medical or emergency reasons after the first eight weeks of the term, or who stops attending class without officially withdrawing, will receive a grade of F for those courses in which she was enrolled. A student who withdraws during the term for other than documented health or family emergency reasons will have to apply for readmission if she wishes to re-enroll for a subsequent term. In the case of a medical withdrawal, the College requires a letter from a medical professional stating that the student is prepared to re-enroll as a full-time student before
a student may be cleared for readmission.

The College reserves the right to request, at any time, the withdrawal of a student who does not maintain the required standards of scholarship, whose presence tends to lower the standard of conduct of the student body, or who in the judgment of the College physician or Dean of Students, could not remain without danger to her own health and safety or to the health and safety of others. The College reserves the right to discipline, suspend, or expel a student for conduct not accordance with the spirit of Salem College.

A student who withdraws from the College must leave the College within 24 hours of notification. The Dean of the College must approve any exceptions.

Traditional Students Who Do Not Graduate In Four Years

It is the intention of Salem College that traditional students graduate within four years of their matriculation. Salem Academy and College will provide institutional financial aid for eligible students during those four years. In addition, the College requires that all traditional students lives on the campus for those four years or live at home with their families. Salem College does not provide institutional aid or housing for students after the fourth year of enrollment (eight regular semesters of full-time enrollment). A traditional student who has not completed her course work after eight regular semesters at Salem will live off campus and be charged as a Continuing Studies student. Any student who wishes to retain her status as a traditional student after eight regular semesters must apply to the Vice President and Dean of the College for an exemption.

Grading

Midterm reports are issued by the faculty to students whose performance is below average. Term reports are issued to all students by the Registrar’s Office in early January for the fall term and early June for the spring term. The grading system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Average</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>Passing</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>Passing</td>
<td>.67</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>.00</td>
</tr>
<tr>
<td>E</td>
<td>Conditional</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete; grade deferred</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal, passing</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal, failing</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal, administrative</td>
<td></td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
<td></td>
</tr>
</tbody>
</table>

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The passing grades are A, B, C, and D. The grades of E and F represent work that is not passing quality. The grade I indicates that justifiable reasons have prevented completion of the requirements of the course. Regulations concerning grades E, F, and I are given in the catalog. There are no quality points for grades E or F. The quality point average is determined by the total number of quality points divided by the number of courses attempted. For example, a program of four courses with grades D, B, D, A will result in a total of nine quality points and a quality point average of 2.2. The cumulative quality point average is based on both transfer credit and Salem credit. The Salem grade point average is based on all course work taken at Salem.

During January, departmental courses that are taken to satisfy basic distribution and major requirements will be given letter grades. Experimental courses, internships, independent studies and travel programs will be graded Pass/No Credit.

Upon enrollment at Salem, each student will complete a grade Release Policy form which informs her that Salem College may release grade information to her parents if she is a dependent (according to IRS code section 152) of either parent. A final grade report will be mailed to the student at the home address at the end of each term. In addition, the College will mail fall midterm reports of first year students who are struggling in the fall term to the students’ parents or guardian. Students who would like to have copies of her grade reports mailed to an additional party (parent at home address, parent at different address, guardian, etc.) may indicate this desire on the grade release form which is filed in the Registrar’s Office.

Grading

The Dean’s list, 3.5 GPA or above, includes students with superior academic records for one term on three courses credits in which letters grades were given. The Honor Society at Salem College invites to membership students of superior academic achievement who have completed at least four terms. Latin graduation honors are awarded to students with the graduation grade point averages given below. The student must meet the minimum grade point average requirement on both her Salem grade point average and her cumulative grade point average.

- *cum laude* 3.50 – 3.699 GPA
- *magna cum laude* 3.70 – 3.899 GPA
- *summa cum laude* 3.90 – 4.00 GPA

The transfer student must have completed 16 courses at Salem to be eligible for graduation honors. With departmental approval the student who completes an approved program of two courses of honors independent study will be graduated with honors in that department.

Honors Program

Salem offers a formal College Honors Program of courses and independent study which gives talented students opportunities to do honors-level work in a variety of fields. Honors work involves advanced-level reading, extensive writing, seminar discussions, oral presentations, and the completion of a major paper. Students in the arts may undertake honors work that
culminates in an exhibition or performance. Science and humanities students may conduct original research projects that lead to the preparation of a research paper. Completion of the College Honors Program results in graduation with College Honors.

Entering first-year students who rank in the top 10 percent (based on combined SAT scores) of their entering class and whose high school cumulative GPA is 3.5 or higher (based on a 4.0 scale) are eligible for admission to the College Honors Program, as are current Salem College students who have a 3.5 cumulative or higher cumulative grade point average. There are three components in the College Honors Program: (1) Honors courses in the academic disciplines, (2) Interdisciplinary seminars, and (3) Honors independent study courses. In order to graduate with College Honors, the student must complete six honors courses, maintain a minimum 3.5 cumulative quality point average, and be recommended by the Honors Program Committee. The six honors courses must include one interdisciplinary honors seminar, one disciplinary honors course, and two honors independent study courses in the major. A student may fulfill the remaining two course requirements by taking additional honors courses (including English 103) or by doing honors options in regular courses. No more than two honors independent study courses may be used toward the six honor courses required for College Honors.

Aside from honors independent study courses offered by various departments, the Honors Program Committee coordinates honors course offerings. Each semester two courses are offered. One of the fall semester offerings is Freshman Honors English (English 103) and one of the four yearly offerings is an interdisciplinary honors seminar. In scheduling honors courses, the Honors Programs Committee attempts to ensure that, over time, a variety of student interests will be served. Students who maintain a minimum 3.5 quality point average may elect to enroll in honors courses without completing all the components of the College Honors Program. Only students who complete the entire program will be eligible for graduation with College Honors.

To be graduated with departmental honors, a student must complete two honors independent study courses, be recommended by her department, and maintain a cumulative grade point average of 3.5 or above in the discipline.

Examinations

The final week of the fall term and of the spring term is set aside for term examinations taken in accordance with the regulations of the faculty and the Committee on Self-Scheduled Examinations. The Self-Scheduled Exam System, managed by the students, operates in accordance with the Honor Code. Students decide, and are not required to tell a faculty member, what exams they will take at any given exam period during the exam week. Students must be in a room with other students while taking exams and must not discuss finished exams; both regulations are for self-protection. Exams are picked up at any time during a given three-hour exam period, are taken in any designated classroom of that building, and are returned at the end of the period. The Honor Council handles infractions of the
self-scheduling examination procedure. Sanctions may range from a warning to expulsion.

**Student Grievances**

All student grievances regarding academic matters in the classroom are welcomed on a professional basis by the faculty. Students will voice a specific complaint to the specific professor involved in the complaint. If the matter is not resolved at this level the student may then take the matter to the chairperson of the department. If the matter is not resolved, the student may then refer the matter to the Dean of the College.

As an alternative, the student can bring the matter to the attention of her academic adviser. The adviser, upon request of the student, can meet with the professor and the student to discuss the academic grievance. The student may take the academic adviser with her at every level thereafter as noted above.

If the student’s grievance is regarding a final grade in a course, the student must initiate the grievance process by no later than midterm of the regular term immediately following the term in which the grade was received (by mid-October for spring or summer final grades and by mid-March for fall or January final grades). The exact deadline will be the same as the announced deadline for Incompletes each fall and spring.

**Classification**

Each student is classified as freshman, sophomore, junior, senior, or non-degree student at the beginning of each fall term.

- **Freshman:** Admission of a student by the Committee on Admissions. Unless special permission is granted, the freshman will carry a regular college program and will not have fulfilled requirements of the sophomore class.
- **Sophomore:** The completion of seven courses with a cumulative grade point average of 1.5 or higher.
- **Junior:** The completion of 17 courses with a cumulative grade point average of 1.7 or higher.
- **Senior:** The completion of 26 courses with a cumulative grade point average of 2.0 or higher.

**Academic Probation**

Conditions of probation are based on the quality point average of one term. Students place themselves on academic probation if they do not earn quality point averages listed below:

(a) First term, 1.2
(b) Second term, 1.5
(c) Third and fourth term, 1.7
(d) Fifth and all succeeding terms, 2.0

Academic probation is in effect during the term immediately following the term in which these averages are not met. The student who is on academic probation may not hold a major office unless approved by petition to the SGA Executive Board. Regulations concerning probation are applicable to transfer students.
Exclusion

Any new student whose Salem College grade point average, after the initial semester and a January Term, is .5 or less will be excluded. Freshmen must pass, in the college year at least six courses and earn a 1.2 Salem grade point average. Sophomores and second-year college students must have credit for 13 courses at the end of the year and a Salem grade point average of 1.5.

Juniors and third-year college students must have credit for 20 courses at the end of the year and a Salem grade point average of 1.7. Seniors and fourth-year college students must have credit for 27 courses at the end of the year and a Salem grade point average of 1.8.

A student who fails to meet any or all of the above minimum requirements automatically excludes herself from the College. In addition, any full-time student who earns a grade point average of .5 or less in any given fall or spring term, regardless of her Salem grade point average, will also exclude herself from the College. An excluded student may not return for the following term unless she petitions for and is granted a special exception from the Exclusion Committee. The Exclusion Committee also will determine conditions to be met for return (restrictions on co-curricular activity participation, etc.).

A student who has been excluded may apply for re-admission after one or more terms or semesters of successful full-time academic work (equivalent to three Salem courses) at an accredited institution.

Students who have excluded themselves for academic reasons will be notified of this fact in a letter from the Dean of the College. This letter will also include instructions regarding the steps that should be followed if the student wishes to apply for readmission following the period of exclusion. Any application for readmission will be reviewed by the exclusion committee, which will then determine whether or not the student may be readmitted. Any student who excludes herself more than once is ineligible to apply for readmission as a regular full-time student at Salem College.

Transcript Request

One transcript of her academic record will be furnished to each student on written request without charge. Additional transcripts will be made upon written request accompanied by a fee of $5.00 per copy.

Summer School

Salem will assist students in planning work in approved summer schools. Registration for summer school is made in April at which time the student obtains approval for her summer program from the appropriate faculty members and the Dean of the College. Students may enroll in no more than two courses per summer session.

Services for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), Salem College seeks to provide reasonable accommodations for individuals with documented disabilities. A student with a learning disability should seek assistance through the Office of the Dean of Undergraduate Studies. When the student presents the appropriate documentation, the Office of the Dean

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of Undergraduate Studies will work with the student to make reasonable accommodations within the confines of the College’s program. In the past such accommodation has included referral for tutoring and extended time limits on tests.

Appropriate documentation must include testing results and recommendations from a licensed professional in the field of the student’s particular disability. The report must be no older than three years or have been prepared during the student’s undergraduate career, and must include the current status of the disability. The documentation should relate how the student’s disability affects her in the post-secondary setting. It is the responsibility of the student to contact the Dean of Undergraduate Studies early in the academic year for assistance. Once the student opens a file in the Office of the Dean of Undergraduate Studies, the Dean and she will complete a contract outlining those accommodations recommended in the student’s documentation. It is the student’s responsibility to share the information in the contract with her faculty.

Because Salem is a historic institution, not all facilities are easily accessible to the mobility-impaired. Food service is accessible. Limited housing and classroom facilities are available. All administrative and library services can be provided. Interested applicants should discuss their individual needs with the Dean of Admissions or the Dean of Continuing Studies so that adequate preparations can be made to facilitate attendance.
Student Records

The Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, was passed and put into effect in January 1975. The purpose of the law is to protect the college student against the wrongful use of personal information and permit the student to know what material is maintained in her educational record. The law provides that information from student educational records may be released without prior consent of the student in such instances as:

1. to either parent, if the student is a dependent of either parent according to the IRS tax code
2. to faculty and staff of Salem College who have an educational interest in the student
3. to officials of other schools where she seeks to enroll (transcripts)
4. to certain government agencies specified in the legislation
5. to an accrediting agency in carrying out its function
6. in emergency situations where the health or safety of the student or others is involved
7. to educational surveys where individual identification is withheld
8. in response to a properly issued judicial order or subpoena
9. in concession with financial aid

The law also provides that a student may request and have access to her official records and files. The Registrar and placement office files, exclude from student access are:

1. confidential information placed in the record before January 1, 1975
2. medical and psychological information
3. private notes and procedural matters retained by the maker or substitutes
4. financial records of parents

The student may challenge any data in her educational record that she considers inaccurate or misleading or in violation of the privacy or other rights of the student. The student shall file a written challenge with the Dean of the College. A committee made up of the Dean of the College, and two members of the Academic Appeals Subcommittee, to be appointed by the Dean of the College, will review and rule on any challenge. The College is permitted to make public certain "directory information," which includes name, home, and residence hall address, home and school e-mail addresses, photo, residence hall telephone listing, date and place of birth, major, extracurricular activities, date of attendance, previous institutions attended, degree and awards. It is Salem College’s policy not to release lists of student names and addresses or telephone numbers to outside parties with the exception of state and federal agencies or as required by law. Any student who wishes to place a further privacy hold on the release of directory information must notify the Registrar in writing.
Records Maintained at Salem College

**Academic**

The Registrar’s Office maintains a permanent cumulative academic record for each student, including identification information and all coursework and grades (including transfer work) applicable toward a degree at Salem College. Each student’s file contains the application for admission to the College, a copy of the high school transcript, copies of transcripts from other colleges, and copies of any other documents pertinent to the student’s academic progress while at the College. As indicated in the preceding section on student records, the student and College officials with a legitimate educational interest have access to the student’s file. The student must provide a signed written request, pay any appropriate fees, and clear any financial obligations to the College in order to have a copy of the Salem College academic transcript released to another party. (Note: Salem College cannot release copies of transcripts from other institutions which the student has attended; the student must request official copies of those records directly from the school in question.)

Once a student graduates, a notation is made on the transcript record regarding the graduation date, the degree received, the major(s) and minor(s), the final cumulative grade point average (both Salem and overall), and any graduation honors received (College honors, Latin honors, or departmental honors).

**Judicial**

All records involving violations of the Honor Code, Social Expectations, Residence Hall or other College policies will be maintained in the Dean of Students Office, with copies of sanction information in the Honor Council and Interdorm Council files in the SGA Office. This material is available only to the judicial body involved, the student involved, or members of the Administration, as directed by the Dean of Students. Information regarding judicial sanctions of Warning, Probation and Suspension-Held-in Abeyance will be destroyed when the student graduates. Information regarding judicial sanctions of Suspension will remain on file for two years after the student graduates. Information regarding judicial sanctions of Expulsion will remain on file permanently.

**Counseling**

Counseling files that contain information (such as testing scores) are available only to counselors. This information is confidential and released only at the written request of the student and in accordance with the Privacy Act of 1974.

**Health**

When a student enters Salem College as a freshman she submits a health information form to the Health Center. In the fall of each succeeding year, the student is requested to update the information if there have been changes in her physical condition. These forms are kept in the Health Center and notations are added of any sickness or medical problem handled by the Health Center during each school year. The files are closed to all except the school physicians and staff. Upon a student’s graduation, medical information is kept for a period of 10 years in the Health Center.
A financial aid record is maintained for each student who applies for financial assistance and enrolls at the College. This file contains the applications, supporting documentation provided by the family, and miscellaneous paperwork. A listing of any aid provided to the student is maintained electronically at Salem College. In addition, work-study supervisors are asked to complete an annual evaluation on each of their student workers, and these evaluations become a part of the student's financial aid record. A student has the right to review all materials in her financial aid record except parental financial reports. Records may only be released with express written consent by either one of the parents listed on the tax return or by the student. All records except those concerning Perkins (NDSL) loan obligations are destroyed in accordance with federal regulations three years after the student's last date of enrollment and/or the loan's final payment, cancellation, or assignment.
Social Expectations

In keeping with the Honor Tradition at Salem College, each student is to assume full responsibility for actions in all phases of life at Salem. Social Expectations policies and Residence Life policies (see “Residence Hall Living” section) are designed to foster the personal integrity of students and to promote a community of mutual respect. Student behavior should demonstrate respect for oneself, respect for others, respect for authority, respect for property and honesty and integrity.

Social Policies

I. Alcohol Use

Salem College strives to create a campus atmosphere in which students have a sense of responsibility for their behaviors. The consumption of alcoholic beverages is a concern of all constituents of the community (students, faculty and staff, trustees, administration, and residents of Old Salem). Students and their guests on campus are expected to comply with North Carolina State Laws concerning alcoholic beverages and with the Salem College Alcohol Use Policy. Failure to comply with North Carolina State Laws and the Salem College Alcohol Use Policy presents a safety and health risk and constitutes a serious offense that will be handled accordingly. The policy is administered by the appropriate body of the Interdorm Council in conjunction with the Dean of Students Office and the Faculty Advisory Board.

ANY STUDENT OR GUEST WHO VIOLATES NORTH CAROLINA LAW OR THE SALEM COLLEGE ALCOHOL POLICY AUTOMATICALLY ASSUMES PERSONAL RESPONSIBILITY FOR HER ACTIONS. The Administration of the College reserves the right to notify the parents of a student under the age of 21 if she has been involved in an alcohol violation.

North Carolina Law allows possession and consumption of beer, wine, ale and other alcoholic beverages by those people 21 and over ONLY. North Carolina State law states that a person less than 21 years of age may not purchase, attempt to purchase or possess alcoholic beverages, including malt beverages, fortified or unfortified wine, liquor, or mixed drinks (G.S. 18-B 302 (b)(2)). Those underage persons who aid or abet other minors to violate the above prohibition are subject to a fine up to $500 and/or six months in jail (G.S. 18-B 302 (b)(1)). Upon conviction of this offense, the Department of Motor Vehicles shall revoke the operator’s licenses (G.S. 20-17.3).

However, if a person who is 19 or 20 years of age possesses, purchases, or attempts to purchase malt beverages or unfortified wine, the maximum fine is $25, and the violation is not a crime but only an “infraction” (G.S. 18-B 302 (1)).

Persons who are over 21 years of age who aid and abet underage persons to purchase, attempt to purchase or possess malt beverages or unfortified wine are subject to fines up to $2000 and/or two years in jail (G.S. 18/B 302 (c)(2)).

Anyone who sells or gives any alcoholic beverages to persons under 21 violates G.S. 18-B 302 (a)(1) or (2).

It is unlawful to obtain or attempt to obtain alcoholic beverages by using false or fraudulent identification (G.S. 18-B 302 (e)). Lending one’s identification to another who would use it to purchase alcoholic beverages is also prohibited (G.S. 18-B 302 (f)). Anyone convicted of using fraudulent identification or lending an ID to an underage person to purchase alcoholic beverages shall have their driver’s license revoked for one year (G.S. 18-B 302 (g) and G.S. 20-17.3).
Students or organizations wanting to hold organized campus functions with alcohol in approved designated drinking areas must file a party contract with the Director of Student Activities and follow party contract regulations (See "Party Policy" section). Alcoholic beverages may be served to students of sufficient age under special circumstances at the discretion of the Administration, such as Senior Commencement festivities. Students 21 or over may consume alcoholic beverages at certain special events as designated by the Administration, such as the Sophomore-Senior Banquet.

A. Designated Drinking Areas
Consumption of alcohol by people over 21 shall be limited to areas designated by the Administration. These areas are:
1. Recreation rooms in residence halls
2. Students’ private rooms in residence halls (only in rooms assigned to students 21 and older)
3. Bryant Hall Commons (after 7:00 p.m.)
4. Spectator area surrounding the athletic fields
5. Clewell Patio
6. Corrin Refectory (only for special events approved by the Dean of Students)
7. R.G. House
8. Strong Friendship Room
9. May Dell (only for special events approved by the Dean of Students office)

B. Misuse of Alcohol
Misuse of alcohol will not be tolerated. Misuse shall include but is not limited to:
1. Compromising personal health and safety
2. Endangering or damaging the reputation of the College
3. Infringing upon the rights of others
4. Disrupting the life of the community (e.g. public intoxication)
5. Possessing or consuming alcohol under the age of 21
6. Aiding and abetting a minor in the consumption or possession of alcohol
7. Use of fake ID
8. Alcohol abuse

C. Violations by Organizations
1. If there is a violation of the North Carolina Alcohol Laws or the Salem College Alcohol Policy by the sponsoring student organization or group, the violation will be reviewed by the Executive Board of the Student Government Association. If the violation merits a sanction, then it will result in the suspension of that organization’s right to have alcoholic beverages at its events for the remainder of the academic year or longer and other possible sanctions.

II. Guest Policy
Each off-campus and residential student is responsible for the conduct of her guests. She must see that the behavior of her guests does not violate College regulations.

III. Harassment
Verbal, physical or written threats, verbal or physical abuse, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the physical and/or mental health or safety of any person will not be tolerated. Harassment can include demeaning the race, gender, religion,
IV. Salem College General Party Policy
The Interdorm Council, the Administration, the Executive Board of the Student Government Association and Faculty Advisory Board devised the following party policy:

A. Purpose
1. Encourage responsibility in the drinking behaviors of Salem students and their guests at organized campus events.
2. Ensure proper care and use of College facilities and property.
3. Clarify North Carolina State Laws concerning the consumption and possession of alcoholic beverages and enforce the Salem College Alcohol Use Policy.

B. Conditions
Salem students must comply with the following procedures to ensure responsible party planning, participation, and use of facilities:
1. All parties must conform to the Salem College Alcohol Use Policy and North Carolina State Law concerning the possession and consumption of alcoholic beverages.
2. All parties must contract for the event with the Director of Student Activities at least two weeks in advance.
3. All parties involving alcoholic beverages must provide alternate nonalcoholic beverages.
4. Students planning parties in their own residence halls need to notify and get approval from their RHD.
5. The sponsor of the event is responsible for planning the party with the Director of Student Activities and making sure the general Party Policy and party contract procedures are followed.
6. All off-campus parties must be held at facilities reserved exclusively for Salem students and their guests.
7. All on-campus parties are open to Salem students and their guests or students with a college ID.
8. Students will be required to sign in their guests at the door, acknowledging they accept responsibility for the behavior of their guests.
9. Use of the Salem College name or the name of a Salem College student organization to promote a party at an off-campus facility is strictly prohibited.
10. Student organizations may not co-sponsor or take a cut at the door of off-campus facilities that serve/sell alcohol.

C. Party Contracts
Party contracts are available from the Director of Student Activities. The party contract form pertains to planned parties using College facilities other than students’ rooms. A planned party is a gathering of Salem students with or without alcoholic beverages. However, it is recommended that a student does not have more than 12 people in her room for a social gathering, and it is understood that the student is at all times responsible for the area. General consumption of alcohol is permitted at other on and off-campus locations when acknowledged on the party contract.
1. The organization or group sponsoring an event has the responsibility to uphold North Carolina drinking laws and the Salem College Alcohol Policy.
2. The sponsoring group is expected to assist with the overall monitoring and management of the party.

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a. Verification for Salem students must be made with a Salem College ID or one of the IDs listed below (b).
b. Verification for guests must be made with one of the IDs listed below:
   i. Driver’s license  
   ii. Passport  
   iii. Military ID  
   iv. College ID

3. The sponsoring group may not purchase alcohol with College funds. The use of student activities fee money for the purchase of alcohol is prohibited.

D. Alcohol Control at Events

1. Basic Guidelines
   a. Nontransferable armbands will be used at all functions where alcohol is served.
   b. After presenting a valid ID, for those 21 or over, an armband will be issued.
   c. All armbands must remain intact throughout the event.
   d. Any person attempting to receive alcoholic beverages must present an armband identifying them as 21 or over.
   e. Students and guests may only receive one drink at a time.
   f. All consumption of alcohol must be within the confines of the event. No alcohol may be taken out except when leaving an event designated BYOB. No open containers may leave any event.

2. Alcohol Control Options
   Alcohol control options available to sponsoring organizations may be selected from the following and must be approved by the Director of Student Activities. Party sponsors must meet with the Director of Student Activities to complete a party contract. Party sponsors must complete alcohol control training in preparation for managing an event where alcohol will be present.
   a. BYOB (on or off-campus)
      i. No distilled liquor will be allowed at BYOB events, including Jell-O shots. Only beer, wine, malt beverages and nonalcoholic beverages will be allowed at BYOB events.
      ii. Upon arrival, all persons 21 and over must immediately check in their alcoholic beverages in their unopened containers, 12 ounces or smaller. Staff will in turn issue them means of identification allowing them to get their alcoholic beverages during the event. Any beverages not checked in will be confiscated.
      iii. Once persons 21 and over get the remainder of their alcohol, they must leave the party immediately, or the alcohol will be confiscated.
   b. Off-Campus Cash Bar – Facility as Vendor (For events held at facilities where BYOB is not an option, such as Sawtooth Center)

3. Acceptable Forms of ID for Alcohol Control
   a. Driver’s license  
   b. Passport  
   c. Military ID
V. Sunbathing
Sunbathing is ONLY allowed on Babcock Beach, the Gramley sun porch, and the area outside the swimming pool, as stipulated by the Physical Education Department. Appropriate attire must be worn while sunbathing and when walking to and from these designated areas.

VI. Special Events and Respect for Campus Property
Student organizations or classes sponsoring and participating in special events, such as Fall Fest, Sophomore-Senior, or Sophomore Surprise, take responsibility for assuring campus facilities and grounds where events are taking place are cleaned up as swiftly as possible. Groups will be charged for any special cleaning due to insufficient clean-up.

VII. Sophomore Surprise
Sophomore Surprise is an event used to welcome the freshmen to our community. It is to be held on a date voted on by the sophomore class and approved by the Dean of Students. Activities will begin at a time determined appropriate by the Dean of Students. Participation in Sophomore Surprise is not mandatory, and freshmen will be given the opportunity to indicate if they would like to participate or not. The Sophomore Class is responsible for planning and coordinating this event with assistance from the Director of Student Activities, and they must ensure the safety of all participants.

During Sophomore Surprise, no sophomore is allowed to enter any freshman’s room with intent to force the freshman to participate. Sophomores are allowed to use only bells, whistles, and party favors to wake the freshmen. Sophomore class participants will be responsible for all clean-up inside the residence halls and around campus. Sophomore participants also will be responsible for any disturbances or damages caused on campus or to the surrounding areas of Old Salem, and offenses will be handled by the Interdorm Council. If no one claims responsibility for disturbances or damages, the sophomore class will be held responsible.

VIII. Miscellaneous Information
The College and the Student Government Association are concerned with the behavior that affects and preserves the environment and atmosphere in which we live. The following suggestions are given to maintain this environment:
1. Walk on the sidewalks, not on the grass.
2. Use trashcans for trash.
Social Policy Procedures

I. Handling of Violations

Alleged violations of Residence Hall and Social Expectations policies will be investigated and acted upon by House Council, Interdorm Council, or the Administration of Salem College.

All reports of alleged violations will be documented and given to the Director of Residence Life. Based on the nature of the offense and the specifics of the situation, she will determine if a hearing is warranted and, if so, will determine which judicial body will hear the case. Upon reviewing precedent cases and sanctions, the Director of Residence Life, in conjunction with the Chair of Interdorm, may choose to automatically sanction minor offenses with no hearing. In this case, the student reserves the right to request a hearing if she feels she is not responsible for the violation. Cases may be heard by one of the three following judicial bodies:

1. House Council. Each residence hall has a House Council made up of the Hall President, Secretary/Treasurer, Resident Assistants (Babcock and Gramley only), hall representatives (in upperclass halls), and other officers deemed necessary by the individual residence halls and the Residence Hall Director (ex officio) representing the Director of Residence Life. House Council will hear cases such as alleged violations of the following policies: Quiet Hours, Locked Doors, Smoking, Pets, Visitation, and Noise.

2. Interdorm Council. The Interdorm Council is made up of the Chair, Secretary, Honor Council Chair, SGA president, freshman representative, off-campus representative, and the presidents of each residence hall. Interdorm will hear cases such as alleged violations of the following policies: Alcohol, Fire Safety, Guests, and Visitation.

3. College Administration. The administration of the College reserves the right to investigate and take action in any violation of social or residence hall policy. The administration will hear cases of the most serious nature including alleged violations of the following policies: Weapons, Illegal Drugs, Hazing, Harassment, and other cases of an urgent nature, such as when there is immediate danger to one or more students.

Interdorm and House Council will follow the same procedures as Honor Council (see “Honor Council Procedures” section) when hearing a case, with the following exceptions:

1. Interdorm and House Council will dismiss the accused student before their deliberations begin. The student will be notified in writing of the Council’s determination of responsibility and, if applicable, any sanctions.
2. House Councils do not hold a preliminary hearing.
3. The accused may present a maximum of 2 witnesses.
4. A Student Affairs staff member (usually the Director of Residence Life) must be present in a non-voting advisory capacity at all Interdorm Council hearings.

II. Sanctions

The College deems serious any violations of Social Expectations and Residence Life policies. When a violation has been committed, the resulting sanction(s) is intended to be educational in nature, not merely punitive. Failure of a student to fulfill her sanction by the date specified will result in an automatic reappearance before a judicial body.

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One or more of the following sanctions may be deemed appropriate, depending on the nature and severity of the violation, and whether the student is a repeat violator of community standards:

A. **Warning:** This sanction is given when a student is responsible for a violation that does not warrant severe action. When a student acknowledges responsibility or is found responsible by the Council, a warning is put on the student’s judicial record in the Dean of Students Office until graduation. The Council advises the student to learn from this experience as she reflects on the importance of her behavior and its impact on the Salem Community.

B. **Fines:** Usually associated with violations of policies such as parking, pets and official residence hall closing times.

C. **Restitution:** Payment assessed for damages to property or related to special cleaning or other services.

D. **Loss of Social Privileges:** For a designated period of time, the student may not attend any College-sponsored social events, such as events sponsored by SGA, 3+3, or CAC. The student loses all visitation privileges. Specific questions about which events are prohibited will be addressed by the Director of Residence Life in conjunction with the Interdorm Council Chair.

E. **Community Service:** A set number of hours of service to the community, either assisting Grounds, Housekeeping, Dining Services, or another office on campus as assigned by the Council. Student is to call the Physical Plant or other office as appropriate to speak with the supervisor in charge of that area. Upon completion of the service commitment, the student must have the supervisor sign the Verification of Community Service Form, and the student must return the signed form to the Interdorm Council Secretary by the due date. If the chair is not notified and/or the service not completed by the specified deadline, the student will receive further disciplinary action. Documentation will be put in the student’s judicial file acknowledging fulfillment of her sanction.

F. **Mediation:** Intervention designated by the Director of Residence Life for the purpose of bringing parties together to discuss and resolve issues of disagreement.

G. **Substance Abuse Assessment:** The Council may refer the student to the Dean of Students Office for arranging a substance abuse assessment by a health professional, either on campus or in the local community.

H. **Additional Educational Sanctions:** Student may be required to complete workshops or attend programs on campus or in the local community on topics related to the violation, such as alcohol awareness. Students may be required to write a reflection paper, make a presentation or complete a special project intended for reflecting and learning from their behavior.

I. **Probation:** (See “Honor Tradition: XI. Sanctions”)

J. **Suspension-Held-in-Abeyance:** (See “Honor Tradition: XI. Sanctions”)

K. **Suspension:** (See “Honor Tradition: XI. Sanctions”)

L. **Expulsion:** (See “Honor Tradition: XI. Sanctions”)

### III. Appeal Process

An accused student who believes that a case handled by the House Council has violated her rights or that the decision (handling and/or sanction) reached was arbitrary shall have the right to appeal to the Interdorm Council in writing within 24 hours of receiving written notification of her sanction.

An accused student who believes that a case handled by the Interdorm Council has violated her rights or that the decision (handling and/or sanction) reached was arbitrary shall have the right to appeal to the Appeal Board. (See “Honor Tradition: XII. Appeal Process”).

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Residence Hall Life

Residence Hall Living

All policies and regulations are based on consideration for sister students in the residential community. (Infractions of Residence Life and Social Expectations policies will be handled by the Director of Residence Life and Dean of Students, in conjunction with the Interdorm Council. See "Social Expectations" section.) Although the College respects the privacy of individuals, the College Administration reserves the right to inspect, maintain, and repair College property. When the College closes for vacation times, each Residence Hall Director inspects the rooms in order to determine if windows are closed, lights are turned off, appliances are disconnected, and to make sure that there are no fire or safety hazards. Students will be fined when their rooms are not left as instructed. Occasionally during the year, students will be asked to prepare their rooms for the exterminator. Specific instructions will be given to students concerning room preparation.

Students are financially responsible for abuse or damage to College property.

Students who live in College residences are assured of the privacy of their rooms and freedom from the admission into or search of their rooms by unauthorized persons. However, the College is obligated to maintain responsible surveillance of the residential areas to promote an environment consistent with the aims of an academic community.

Room Assignments

Although every effort is made to honor specific room, roommate, and residence hall assignments and requests, space limitations and high demand for specific halls may prevent honoring all requests. All assignments are made without regard for race, color, creed, religion, national origin, military veteran status, political affiliation or sexual orientation.

Room Changes

Room changes are not permitted during the first two weeks of classes each semester. Once the "freeze" period is over, a four-day room change period follows and is advertised in the residence halls. Complete instructions for the room change process will be provided before each room change period.

Personal Belongings

Regardless of whether a student lives in on-campus housing, or off-campus, Salem College does not provide insurance coverage for the personal belongings of its students. This type of insurance should be arranged for by the student or her family.

It is a standard provision of a homeowner's policy to provide insurance on the personal belongings of students while they are temporarily in residence away from the insured home. This coverage was specifically designed to meet the needs of students. The amount of coverage provided by the extension can be adjusted, so it is a good idea to discuss the coverage with your personal insurance agent.

If, for any reason, the parents or guardians do not have homeowner's insurance, the best approach would be to contact an insurance agent and purchase a renter's policy. Typically, the cost of such a policy is modest.

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Residence Hall Policies

I. Air Conditioners
Air conditioners are permitted in student rooms only with documentation by a physician stating that it is medically necessary. This documentation must be on file in the Office of Residence Life prior to the air conditioner being installed. The unit should be 110 volts and no more than 8,000 BTU. All air conditioners must be supplied by the student. Physical Plant is not responsible for installation or maintenance. Air conditioners are not permitted in windows on front campus due to Old Salem historical district regulations.

II. Alcohol
See “Alcohol Policy” section under “Social Expectations”.

III. Appliances
Any appliance with an open heating coil (e.g., hot plate) is absolutely prohibited because of fire hazards. No electrical appliances such as toaster ovens, deep fat fryers, or George Foreman Grills are allowed. Halogen lamps also are not permitted. Students should unplug appliances after use and should be especially careful with heat element appliances such as irons, curling irons, etc. Refrigerators that do not exceed 6 cubic feet and use less than 4 amps of power are permitted. Refrigerators must be plugged directly into the wall or be the only appliance on a heavy-duty extension cord with a surge protector. Microwaves are provided in each residence hall and are not permitted in student rooms.

IV. Candles/Incense
Candles and/or incense are not permitted in any residence hall on campus due to the fire hazard they create.

V. College Closing – End of Term and Vacation Periods
The residence halls at Salem College are open during the academic year. The residence halls will be open for students to stay during Fall Break, Thanksgiving Break, and Spring Break. However, the cafeteria will be closed and a minimal staff will be in the halls during the break periods. Also, no visitation will be permitted during these break periods. The halls will be closed during the Winter Break from December 13-January 2 (for January Term students) and December 13-January 29 for all other students. The Director of Residence Life will inform students of residence hall closing dates and times. At the end of the Spring term all students, except graduating seniors, marshals, Honor Council, Interdorm Council, and Appeal Board members must leave campus within 24 hours after their last exam, and no later than 10:00 am the morning following the last day of exams. All other students must leave campus by 5:00 pm on the day of Commencement. Students failing to leave by their appointed time will be assessed a $15 per day late checkout fee.

All residents must officially checkout of their room prior to departure from their building. Prior to checking out, residents must remove all belongings and ensure the room is in good order (swept, trash removed, original furniture in place and set up as they were at the beginning of the academic year). Checking out can be done in one of two ways: via Express Checkout or a checkout appointment with a staff member. Specific instructions for utilizing these checkout processes will be made available to students prior to closing.

During a checkout appointment or upon inspection after an Express Checkout, a staff member will evaluate the condition of the room, noting any damages, trash,
missing items, and /or cleaning concerns. The resident will be notified of the assessment and of any possible charges or bills related to the room’s condition. Failure to properly complete a checkout will result in a $25.00 Improper Checkout Charge.

There will be a $25 charge for students needing to be let into their residence halls during a break period. During break periods, no visitation will be permitted.

VI. Cooperation with College Officials
Refusal to cooperate with the request of any paraprofessional or professional staff member while performing their job is considered failure to cooperate with a College official and may result in disciplinary action.

VII. Decorations
Students are encouraged to decorate their rooms. However, painting of walls, ceilings, or doors is prohibited. The use of nails, scotch tape, or other materials that may damage the wall, ceiling, or floor surfaces of any room is not permitted. You will be held responsible for any damages to your room and will be billed for the cost of repairs. For fire safety purposes, Christmas-type lights and cut holiday greenery are not permitted in residence hall rooms and the use of combustible decorations (paper, poster, wrapping paper, streamers, crepe paper, etc.) on doors and in corridors is forbidden.

VIII. Disorderly/Disruptive Behavior
Any student who interferes with the rights of others, disrupts the community, and/or damages property is subject to disciplinary action. Disorderly/disruptive behavior includes a single act of inappropriate behavior or a pattern of behavior that disregards the rights of individuals and/or the community, causes physical damage to property or interferes with the normal functioning or safety of the community.

IX. Exams
A. Visitation
Regarding Fall semester, visitation ends at midnight on the night before reading day and resumes the first day of January Term. In the case of Spring semester, visitation ends at midnight on the night before reading day and will resume for seniors after the last exam period through Commencement. It will resume for underclassmen on the first day of classes the following semester.

B. Quiet Hours
23 Hour quiet hours will be in effect starting at 7:00 pm on the night before reading day and continuing throughout the last exam period. Noise will be permitted only during Happy Hour (9:30 pm – 10:30 pm).

X. Fire Safety and Fire Safety Equipment
In case of a fire alarm or drill, all students must leave the building at once. Students are not permitted to re-enter the building until instructed to do so by the RHD or Public Safety. Students refusing to vacate or returning before they are told to do so will be subject to disciplinary action. Any student who activates a false alarm or tampers with fire safety equipment (ex. fire extinguishers and door alarms) is placing the lives and safety of her fellow students in danger.

XI. Fogle Flats
Fogle Flats are considered on-campus housing and residents are responsible for all rules and regulations thereof (ex. Student Parking Regulations, College Closing, etc.).

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All residents of the Fogle Flats are required to attend an orientation session in the Fall regarding the management of their facilities and should refer to their contract for specific policies.

Fogle Flats residents must comply with the following procedures to ensure responsible party planning, participation, and use of facilities:

1. All parties must conform to the Salem College Alcohol Use Policy and the North Carolina State Law concerning the possession and consumption of alcoholic beverages.
2. All parties must notify in writing and seek approval from the Director of Residence Life and their neighbors in Fogle Flats at least 48 hours in advance of a party.
3. All parties involving alcoholic beverages must comply with the basic guidelines in the Student Handbook (pg. 60 – D1 – A – F) for alcohol control at events.
4. Students will be required to have one or more non-intoxicated Fogle Flats resident(s) checking IDs of guests at the door. Acceptable forms of ID for alcohol control:
   a. Driver’s License
   b. Passport
   c. Military ID
   d. North Carolina State ID
   (pg. 60 – Student Handbook)
5. Students will be required to sign in their guests at the door, acknowledging they accept responsibility for the behavior of their guests.
6. All residents of Fogle Flats must attend a Fogle Flats Orientation at the beginning of the academic year with the Director of Residence Life.
7. Each Flat resident is allowed to sign in and assume responsibility for a maximum of 6 guests, up to a maximum of 40 guests per Flat at a given party. It is our expectation that parties are held in common spaces.
8. Flat residents are required to contact the Director of Residence Life for guidance in obtaining and paying for security for the party if there are 25 or more guests, or when 2 or more Flats are having a party on the same night.

The sanction for undisclosed parties, late disclosure of parties, exceeding capacity, or violations of Salem College Policy and/or North Carolina State Law will be the loss of all visitation privileges (male or female visitors) and will necessitate a report to the Director of Residence Life.

XII. Guests
Each student is responsible for the conduct of her guests. She must see that the behavior of her guest does not violate College policies. She is also responsible for being considerate to others who live in her room and on the hall. Children under the age of six are not allowed to spend the night in the residence halls. Any guests (including relatives) under the age of 18 must have written permission from the parent/guardian and an emergency contact listed before they will be permitted to stay overnight. Salem College assumes no responsibility for guests. See “Visitation Policy” for more specifics.

XIII. Hallways
For safety reasons, all hallways must be kept clear of large items at all times. If the hallways are not kept clear, visitation can be revoked, and students can be fined until the items are removed.
XIV. Harassment
Verbal, physical or written threats, verbal or physical abuse, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the physical and/or mental health or safety of any person will not be tolerated. Harassment can include demeaning the race, gender, religion, color, creed, disability, sexual orientation, national origin, ancestry, or age of any individual or individuals.

XV. Health and Safety Inspections
Rooms will be periodically inspected to ensure that there are no fire hazards, illegal or restricted items. Any illegal or restricted items will be confiscated.

XVI. Illegal Drugs
See “Drug Policy” under “College Policies”.

XVII. Keys
Each student will be issued a bedroom key and an Entry Card upon check-in. (In some halls, other keys may be issued as well). Loss of your bedroom or other key issued by the College will result in a $25 fine. Loss of an Entry Card will result in a $15 fine. Any key issued by the College is not to be duplicated. Duplicating keys will result in disciplinary action. Any lost key or Entry Card should be reported immediately to the RHD.

XVIII. Locked Doors and Lockouts
Anyone entering or leaving a Residence Hall Entry door or combination door who purposefully unlocks the door or props the door is subject to disciplinary action. These doors are locked to ensure the safety of the residents. Exceptions are made for moving in and out of the residence hall during breaks.

Public Safety will unlock rooms and buildings for Salem Academy & College students, faculty and staff. 24 hours a day 7 days a week. Students who are locked out of their residential buildings or rooms may call Public Safety or their RHD for access if the student lives in the room. Students will be allowed one lockout per semester without charge but each additional lockout per semester will cost:

- 2-5 lockouts $5.00
- 5-10 lockouts $10.00
- 10 + lockouts $25.00

When Public Safety Officers arrive and unlock the door they will ask for proof of identification, if the student is not known, and issue a room lockout citation. This fine is similar to a parking citation and must be paid at the business office.

XIX. Marriage
If a student marries while living on campus, she may continue her education as an off-campus student, or, by special permission from the Dean of Students, she may remain a student in residence. Notify the Dean of Students and the Registrar to handle College records.

XX. Pets
For health and sanitation reasons, students may not keep animals of any kind, with the exception of fish, in the residence halls. Pets of guests are also prohibited. Students will be responsible for any charges associated with the cleaning, extermination, or damages resulting from the pet. The fine for having a pet on campus is $40. All pets found will be removed from campus by an official from the Forsyth County Humane Society and/or the Forsyth County Animal Control Shelter.
XXI. Quiet Hours

The quiet hours policy is in effect to provide an atmosphere in which students can sleep and study in their rooms without disturbances. Quiet Hours are times when reasonable quiet must be maintained. Quiet Hours are:

Sunday - Thursday 7:00 pm - 9:30 pm, 10:30 pm - 8:00 am

Friday and Saturday 1:00 am - 10:00 am

Happy Hour is a time reserved for unlimited noise in all residence halls. It occurs between 9:30 pm - 10:30 pm Sunday - Thursday. All other hours are courtesy hours during which you must show respect for your neighbors.

During exam periods, 23-hour quiet hours are in effect. There will be a Happy Hour nightly from 9:30 pm -10:30 pm during exam periods.

XXII. Residence Hall/Room Searches

A. No general searches will be conducted except under the following circumstances:
   1. When an outside door is found unlocked, the possibility exists of a breach in security, or there is suspicion that a visitation infraction has occurred.
   2. Consent of the occupant.
   3. Presentation of a legal search warrant.
   4. Presentation of a written authorization from the Dean of Students or persons designated to act as the Dean’s representative.
   5. Emergency situations or immediate threats to the preservation of the building and safety of the occupant(s) and/or residential population will warrant a search of the residence hall/room.

B. Authorization to search must specify the reason for the search and the area to be searched and should, whenever possible, be conducted in the presence of the student.

C. The request for a search will be kept until the student’s graduation and shall be available to the student for examination. The record will be kept in the student’s judicial file. Should the search figure in a hearing on campus the authorization will be attached to the hearing records.

XXIII. Room Care Instruction

In order to guarantee that rooms are cleaned and protected from abuse, students are expected to adhere to the following policy:

   a. Each student room will be evaluated when the student arrives on campus in the fall and evaluated a second time when the student leaves campus. A fee schedule for damages is listed on the room condition report that each student will sign at the time of both room evaluations.
   b. When a student leaves a room, it must be in the same condition as it was when the student checked in.
   c. No adhesive tape of any kind may be used on the walls.
   d. No nails, thumbtacks, or pins of any size may be used on the walls or doors.
   e. When two or more students share a room, the cost of damages in the room will be divided equally among the
occupants of the room unless one student claims responsibility for all or part of the damages.

g. Fees for any damages should be paid to the Business Office at the time of check-out. Payment for damages will be deducted from the deposit of seniors only. In the event that a student fails to make payment and the damage exceeds the deposit, the grades and transcripts of that student will be withheld until the bill is cleared with the Business Office.

g. All walls and woodwork are painted in colors designated by the College administration. No other paint may be used, no permanent fixtures added to the walls, or murals painted on the walls.

XXIV. Single Rooms
Students who choose a single room will pay an additional $702 per semester. If a student finds herself in a single room, not by choice, she has the following options:

Secure her room as a single room.
Consolidate with someone else who has an empty spot in her room.
Keep the space open for someone else to move in.

If a student is contacted by the Director of Residence Life or someone on her staff and told that she is getting a roommate, the student should prepare her room for the roommate to move in. If the roommate is declined, the student will be charged $702 for the semester (for both semesters if the assignment happens in the Fall) to maintain the room as a single. This charge will not be pro-rated based on the date that the roommate is assigned.

XXV. Smoking
Smoking is permitted on the following residence hall floors only:
Bitting 3
South 3

Smoking on those floors is limited to inside student rooms, with the door shut, and only with the roommate’s permission. Smoking is not permitted in any public areas such as hallways, stairways, lounges, bathrooms, laundry rooms, or basements.

XXVI. Solicitation
Outside solicitors are not permitted in the residence halls. If a solicitor is found in the halls, contact Public Safety immediately.

XXVII. Storage
College offers limited storage space as a convenience but is not responsible for lost or damaged property. Responsibility for the personal property of students cannot be assumed by the College. Items for storage must be labeled with an official label provided by the residence hall staff and placed in a designated storage area. Items that are not labeled and/or not placed in a designated storage area will be disposed of. During the year, items may be stored only in the residence hall in which you live. Over the summer, items can be stored only in the residence hall in which you will live the following year. All college furniture must remain in the rooms in Gramley and Bahnson. Bahnson does not have storage.

XXVIII. Student Injury or Distress
A student should notify a residence life staff member in cases of serious personal illness. If a student goes to the hospital, a residence life staff member should be notified as soon as possible and upon return.

XXIX. Theft
All thefts in the residence halls should be reported immediately to a residence life staff member and to Public Safety. Although the College takes normal precautions to safeguard property, it is not responsible for loss or damage to student property.
XXX. Vacation Sign-in/Sign-out
The purpose of Vacation Sign-in/Sign-out is to provide a means of contacting a student who is off campus in case of an emergency. All students must sign in and out when leaving for and returning from a scheduled break.

XXXI. Visitation Policy
A. The rights of a student to study or sleep outweigh the right of a roommate to have visitors and/or socialize in the room with a visitor. Cohabitation with non-roommates or patterns of extended visitation are not allowed. Cohabitation is defined as guests sleeping/staying in the room which infringes on the rights and privacy of residents in the living area. This policy also applies to cohabitation by Salem students other than the official roommate.
   1. All guests are limited to a maximum three-day stay on campus. If a student wishes to entertain a guest more than three consecutive nights, she must get signed consent from her roommate or suitemates and permission from the Director of Residence Life.
   2. For the safety and security of all residents, guests must be signed in and out by their hostesses at the central location provided in all residence halls. You should make your RHD aware of overnight guests, so that they may be located in the event of an emergency.
   3. Guests may not be given Entry Cards, keys or the door combination.
   4. Hostesses are responsible for her guest's behavior and will be subject to disciplinary action if your guest violates a residence life or college regulation. In cases where a guest is causing a disturbance, the student may have her visitation rights limited or restricted completely.
   5. During Break periods, no visitation will be permitted.
   6. Visitation for an entire residence hall can be suspended for the following reasons:
      Any single violation of regulations that can be shown to have jeopardized the security of any Salem student.
      Any pattern of violations of regulations that can be shown to have interfered with the privacy of others or with the rights of the minority to be protected from the practice of the majority vote.
      Any pattern of failure to report infractions of rules, or any behavior in connection with the policy that threatens to bring discredit upon Salem College.

XXXII. Male Guests
The purpose of visitation hours for male guests, including family members, is to provide additional space for the entertainment of male guests and not for overnight accommodations.
1. Visitation Hours are:
   Sunday – Thursday Noon – midnight
   Friday/Saturday 11:00 a.m. – 2:00 a.m.
   Bahnson House, Bitting, and Fogle Flats have 24-hour visitation except during exam periods.
2. Male guests are allowed in the lobbies of residence halls until 2:00 am, seven days a week. Male guests are allowed in the lobbies starting at 10:00 am.
3. Male guests may be entertained in rooms and lounges only, not stairways or halls. Male guests may be entertained in the Student Lounge 24 hours a day, provided they are accompanied by a Salem student. However, guests and students may not sleep in the Student Lounge.
4. All men will be announced ("Man on the Hall") before entering the hallway and escorted to their hostess’ room. They will not be allowed in the hallways unattended.

5. Each Salem student is responsible for letting the RHD know when any unescorted male is present in the halls or student’s room at any time.

6. Visitation will begin for all upperclassmen on the first official day of classes.

7. There will be no male guests for freshmen on the first weekend of school unless voted on by the residence hall.

8. Lock-up will be done at the end of the visitation hours each night by House Council members or by a Salem student sanctioned to do so by Interdorm or House Council.

9. Male guests must be signed in and out by their hostesses at the central location provided in all residence halls.

10. Male guests can only be signed in to a residence hall by a resident of that particular hall.

XXXIII. Male Housing
Male Housing is available for overnight male guests. (Contact the Dean of Students Office for more information.)

XXXIV. Extended Visitation
Extended visitation is a privilege granted by the Board of Trustees. If excessive violations occur it may be revoked at any time. Upperclassmen will have extended visitation weekends once a month on weekends designated by the Dean of the College. Freshmen will have extended visitation weekends twice during the first semester on the two dance weekends and once a month for the second semester. These dates will be announced at the beginning of each school year.

a. Extended Visitation hours are Friday noon – Sunday midnight.

b. Each student must pre-register her guest 24 hours in advance and then register her guest with the RHD during the specified times.

c. Male guests will be required to provide identification and sign a guest contract.

d. Each student may have only one overnight male guest per night.

e. On the extended visitation weekends, each residence hall will determine a method for designating shower hours.

f. The extended visitation roommate contract must be signed in advance by all roommates in order to participate.

g. Under special circumstances, a student may use a fellow student’s room for an extended visitation weekend. In order to do this, the proper contract must be signed 24 hours in advance and consent must be granted by the RHD.

h. All freshmen are required to attend a residence hall meeting to discuss the rules for visitation weekends prior to the first visitation weekend.
Public Safety

The Office of Public Safety is a security department located on campus in the basement at the rear of Main Hall to aid in the safety of all students, faculty, and staff. Officers are on duty year round - 24 hours a day, seven days a week.

Public Safety officers respond to all calls for service when the safety of any student, faculty or staff member has been or could be threatened. If officers need further assistance the Winston-Salem Police Department is contacted.

The department is staffed with 13 employees including a Chief of Public Safety. Student workers complement the department by assisting with lockouts and administrative duties.

All written reports, parking registrations, parking appeals, and identification cards are maintained for students, faculty, and staff.

**Escorts**

Public Safety offers escorts to injured students and/or students who are fearful for their safety when walking alone on campus, especially at night. Officers will escort students who are sick and unable to walk to the Health Center but will not give rides.

**Lock-Outs**

Public Safety assists any student, faculty or staff member who is locked out of her/his room or office but will not open rooms for students who do not live in the room, without prior written permission from the student who occupies the room. Identification is required.

**Searches for Violation of Male Visitation**

When it is reported to Public Safety that there is a male visitor inside a residence hall after visitation hours, the Public Safety Department as well as the Residence Hall Director of that building will do a room-to-room search. Once the male subject is located the search will continue to insure no other male visitors are still inside.

**Fire Drills/Alarms**

Each residence hall is expected to pass two fire drills each year. The Public Safety Department and Residential Hall Director choose the fire drill time prior to the drill. A time is chosen when the majority of residents will be in the building. Each building has three (3) minutes to successfully complete the drill. If the drill is not successful another drill will be attempted. The fire drills will continue, unannounced until successfully completed.

**Mandatory Safety Meetings**

Each residence hall member will be expected to attend a safety meeting run by the Office of Public Safety and scheduled by the Residence Hall Director. These meetings are held to discuss safety issues and concerns students may have and to discuss such issues as date rape and domestic violence. Other topics covered include alcohol poisoning and drug abuse.

**Lost and Found**

A Lost and Found is maintained in the Public Safety Office and Lost and Found items are also noted on the Salem College web page. The items turned into Lost and Found will be disposed of every 3 months. These items will either be donated or thrown away.
Emergency Contacts
When Maintenance and/or Housekeeping need to be contacted after hours, Public Safety can contact the appropriate people. Public Safety also will contact the Director of Health Services if a student becomes ill. If the Public Safety officer feels Emergency Services (EMS), Winston-Salem Police Department and/or the Winston-Salem Fire Department need to be contacted, the Public Safety officer will obtain assistance.

College Identification Cards
Hours for the ID process will be posted at the Public Safety office. Students do not need to call and schedule a time for an ID. Students must bring a driver's license or some other form of picture ID before a college ID will be made. Without these forms of ID, students will not receive a Salem College Identification card.

Parking Rules and Regulations
The following rules and regulations shall apply to all students, guests and visitors who operate vehicles on Salem Academy and College property. These parking rules and regulations are in place and enforced 24 hours a day, including breaks, commencement, and holidays.

Salem College parking, traffic and safety regulations are issued supplementary to all applicable North Carolina State Laws and the Winston-Salem City Ordinances. These regulations will be enforced by the Salem Academy and College Public Safety Department at all times. Please read this information carefully. If you have any questions, please call the Public Safety Department at 917-5555 or x5555 on campus.

Vehicle Registration
All faculty, staff and students of Salem College are required to register their vehicle with the Salem College Public Safety Department within 48 hours upon arrival on campus. Registration should be completed when registering for classes. Vehicle registration fees must be paid to the Business Office along with course registration fees. The Public Safety Department will not accept payment by cash or credit card, but will accept personal checks made payable to Salem College.

Vehicle registration is NOT complete until a sticker is displayed on the rear of the vehicle. (Convertibles may place the sticker on the front lower right of the windshield.) The sticker may be placed either on the right side of the rear bumper or the lower right side of the rear windshield. If any vehicle other than the originally registered vehicle is brought to campus, a temporary parking permit must be obtained within 24 hours to avoid receiving a Failure to Register violation ticket.

Failure to register your vehicle will result in a $25.00 fine every 48 hours until the vehicle is registered.

Visitors and Guests of Students
Each student is responsible for the conduct of her guest. Students must see to it that the behavior of their visitors and guests does not violate College rules and regulations. This includes parking violations. Any guest or visitor of a student will obey the rules and policies of the College or be subject to being trespassed from the property. Also, if a guest or visitor violates any parking rules or regulations, the student they were visiting will be issued the ticket from Public Safety for the violation committed by the guest or visitor.
Any visitor who wishes to stay overnight or for an extended period (3 days) of time, must register his/her vehicle with the Public Safety Department. They will be issued a temporary parking pass and are to park in the Fine Arts Center or on front campus.

**Resident Student Parking Regulations**

Resident student parking is located in the Salem Fine Arts Center and “The Pit” parking area which is located near the tennis courts at the rear of the campus. These are the only areas where students are permitted to park while school is in session. Resident students are assigned to the FAC, tennis courts or pit parking. Seniors and Fogle Flats residents are allowed to park in FAC, tennis courts or pit parking while all other resident students are only assigned to tennis courts or pit parking. Students who are not assigned to FAC parking and choose to park in the FAC will be ticketed. Resident students are not allowed to park in the following areas:

1. **Fire Lanes – State Law ($50.00 fine):** NOTE: The paved roadway that goes through the center of campus (starting between Sisters Dorm and South Dorm and traveling past Corrin Refectory) is a fire lane. Any student parking on either side of this roadway is subject to being ticketed.

2. **Front Campus/Historical District of Old Salem ($15.00 fine):** Parking is permitted on front campus Monday – Friday from 8:30 pm to 7:30 am the following morning and all day Saturday and Sunday from 1:00 pm to 7:30 am the following morning. If a student chooses to park on front campus outside of permitted parking times they will be ticketed. If a student is parked on front campus on Sunday morning they will receive a ticket – Parking in Old Salem Historic District on Sunday morning ($50.00 fine). Front campus consists of the following streets: Church Street, Blum Street, West Street, Academy Street, Walnut Street, Race Street and Main Street.

3. **Resident Hall Directors’ Parking – ($15.00):** This area is located behind Strong Residence Hall across from the Physical Plant in clearly marked parking spaces.

4. **Faculty/Staff Parking – ($15.00 fine):** These areas are located behind the Fine Arts Center, Inspector’s Lot, and behind the Admissions building. Students are permitted to park in spaces behind the Fine Arts Center and behind the Admissions building after 5:30pm but their vehicles must be moved by 7:30am the following morning. At no time are students permitted to park behind Admissions in the two spaces marked ‘No Parking Anytime. College Cars Only.’ At no time are resident students permitted to park in the Inspector’s Lot. At no time will students be allowed to park in FAC faculty/staff parking.

5. **Institutional Parking – ($15.00 fine):** This area is located behind Corrin Refectory and behind the pool and gymnasium areas.

6. **Handicapped Parking – ($25.00 fine):** These areas are very limited, therefore any student needing special permission to use handicap spaces must bring documentation from a doctor or a member of the Administration before Public Safety will temporarily grant permission to use the parking spaces.

7. **Loading Zones and Maintenance Hill – ($15.00 fine):** At no time are students allowed to park in these areas.

8. **Health Center/Medical Staff Parking – ($15.00 fine):** During the operating hours of the Health Services Office students are prohibited from parking in this area.
Off-Campus Students
Continuing Studies and other off-campus students are permitted to park on front campus. However, they are not exempt from parking penalties if they park in restricted areas.

List of Violations and Fines
All fines must be paid to the Business Office within 14 days. If not paid within the 14 day time period it will result in late fees being added.

1. Parking in the Old Salem Historic District - $15.00
2. Parking in the Old Salem Historic District on Sunday Morning - $50.00
3. Parking in reserved areas - $15.00
4. Parking in fire lanes - $50.00 The paved roadway that runs through the middle of campus, in front of Clewell, Bitting, Corrin Refectory, Science building, Alumnae House, Strong and between South and Sisters.
5. Parking in Medical Staff parking - $15.00
6. Operating or parking a vehicle on a pedestrian path, sidewalk or grass - $15.00
7. Failure to stop or otherwise heed the instruction of a Public Safety Officer - $25.00 (This includes moving cones in order to park.)
8. Operating a vehicle going the wrong way on a one way street - $15.00
9. Operating a vehicle without responsible regard for safety - $15.00 (This includes parking in two or more spaces and/or parking too close to another vehicle preventing the owner from gaining entry into their vehicle.)
10. Failure to register a vehicle - $25.00
11. Parking in a handicapped space - $250.00

No student may sleep in a vehicle for reasons of personal safety. If a student is found sleeping in a vehicle, one of these penalties will be issued:
A. $50.00 fine B. Probation

Loading and Unloading
Any student who parks in a fire lane must understand that they risk receiving a ticket for Fire Lane violation. However, if it is evident to the Public Safety officer that the student is unloading (clothes or other belongings inside the car) the officer may permit the student to remain there for what the officer deems is a briefly sufficient amount of time. It will assist the officer to know that a student is loading or unloading if the car’s flashers are on. However, flashers will not exclude students from receiving a ticket for a fire lane violation.

Parking Appeals
Any student may appeal any ticket they receive. Each student wishing to file an appeal must do the following or the appeal is invalid:
1. The student must obtain an Appeal form from the Public Safety office. The forms are on a brochure stand outside the door of the Office.
2. The appeal must be handwritten. It cannot be typed or on any form other than the Appeal Form, nor can any typed appeal be stapled and/or otherwise attached to the Appeal Form.
3. The student's copy of the parking ticket must be affixed to the parking appeal.
4. Any appeals must be turned in within 14 days of receipt of the parking ticket. If it is outside that time frame, the appeal will not be accepted.
5. The appeal is reviewed and voted on by members of the Parking Appeals Committee. No one in Public Safety is a member of this committee.

Each student is permitted to appeal any Appeals decision once. Once the second appeal is returned to the student, if the second appeal is denied, all fines must be paid in the Business Office.

**Excessive Ticket Accumulation**

Any student that receives 4 or more tickets in an academic year will receive an increase in her fines. The fourth and each subsequent ticket will carry a fine of $50.00. Each ticket the student receives after her third is an automatic fine of $50.00.

Each student will receive a ticket on their vehicle and a copy of the ticket in campus mail. It is the student’s job to monitor this situation to avoid high fines that may result in the student not being allowed to register for the following semester or graduate. It is not the job of Public Safety to inform the student, parent(s) or legal guardian(s) of the increasing fines against any student.

**Penalty for Unpaid Parking Fines**

Students who fail to pay any parking fines may not register for classes, receive grades or transcripts, nor will they be permitted to graduate until the fines are paid.

Some of the fines listed are subject to increase during the 2005-2006 academic year.
Getting Involved in Life at Salem

Salem College offers students opportunity for involvement in a variety of activities on the campus. Participation in these activities can be helpful as students try to meet new friends, to share ideas and to pursue common interests.

Regulations for Student Organizations

1. Adviser
Each student organization shall have a faculty adviser and shall give the name of the adviser on the registration sheet filed in the office of the Dean of Students. Organizations shall elect their advisers annually. If an adviser is not selected, then the Director of Students Activities will serve as adviser by default.

2. Account Withdrawals
The signature of the student organization adviser or the Director of Student Activities is required by the Business Office for all requests for withdrawals from student organization accounts. A maximum of $200 per day is allowed.

3. Constitution
A copy of the constitution of each organization shall be filed in the Office of the Dean of Students and the Student Government Office.

4. Eligibility
All campus officers shall have a cumulative average of 2.0 or better, and all absolute officers shall have a cumulative average of 2.3 or better. Officers shall be classified according to the provisions of each organization’s constitution.

5. New Organizations
New clubs and organizations may come into active existence after approval by the Legislative Board and the President of the College. Any student wishing to begin a new club/organization must present the purpose of the club/organization and a copy of the constitution to the Legislative Board. If the club/organization is approved by the Legislative Board, she must submit a proposal letter and a copy of the purpose and constitution to the Vice President and Dean of the College. When the club/organization has been approved by both parties, she may recruit members and choose a faculty adviser, and the club/organization will come into active existence. All paperwork shall be filed in the office of the Dean of Students and in the Student Government Office. The form for a constitution may be obtained from the Executive Board of SGA.

6. Notebooks
Officers of organizations should keep accounts of all proceedings and events. Monthly updates will be given by officers each month at Leg. Board. These records include committees, fundraisers, retail numbers, etc. Failure to keep accounts will lead to removal from office.

7. Mid-Year Assessment/Review
Organization should create a form.
Student Budgeted Organizations

April Arts
April Arts promotes artistic activities. The group coordinates music, literature, visual arts, dance, theater, photography, cinema, and crafts during the month of April and throughout the year. New ideas and members are always welcome!

Big 3+3
The responsibility of Big 3+3 is to plan and organize these major social events: Fall Lawn Party, Winter Formal, and other spring mixers for the student body. These social events include three dance weekends and three parties and/or mixers. A lot of work goes into planning these events, but the work is also a lot of fun. We always welcome new members!

Campus Activities Council (CAC)
The Campus Activities Council (CAC) is responsible for sponsoring social and entertainment programs on campus. These include mixers, parties, special events, dances, and an entertainment series that brings various types of performers to campus. The core of the Council is composed of elected residence hall representatives. However, all interested students are encouraged to become members of the Council.

Incunabula
Incunabula is the arts magazine of the Salem College community. It consists of creative works (art, music, prose, poetry, and photography) submitted by Salem students, alumnae, faculty, and special guests. Incunabula always needs energetic staff members to gather submissions, type, proofread, and edit the magazine. Membership is open to any Salem student with a desire to promote literature and the arts.

ONUA
ONUA is the multicultural organization on campus, open to all students, that fosters awareness. The members are concerned with promoting diversity and multicultural awareness, acting as a support group for all students, and sponsoring activities and projects that give service to Salem College and the community.

The Pierrette Players
The purpose of the Pierrette Players is to stimulate interest in drama as a fine art and to encourage students to participate actively in theatrical productions. The Pierrette Players present two plays a year. Any Salem student is eligible to audition for the plays or to work on the production crew. For each production the Pierrette Players need actresses and seamstresses, as well as artists and students to build sets and work on lighting and sound. The Pierrette Players are also involved in attending and supporting other theatrical productions in the Winston-Salem area. New members are always welcome!

The Salemite
The school’s newspaper, The Salemite, has been serving the Salem community since 1920. In keeping with Salem’s tradition of open and thorough communications, the paper keeps the campus informed of events both within and beyond the Square. Some opportunities available to staff members include writing articles, selling advertisements, drawing graphics, taking pictures, and working on the layout of the paper. Previous experience in journalism is not required for membership, and new members are welcome to join at any time.
Sights and Insights

*Sights and Insights* is Salem’s yearbook. It includes the major events of the year. Students are needed for photography, art work, design layout, and to sell advertising. No previous experience is necessary. For more information contact the co-editors.

**Student Non-Budgeted Organizations**

Student Non-Budgeted Organizations are not supported by the student budget. They are open, unless otherwise specified, to all interested students. The Director of Student Activities works with organizations on campus as a resource person and with students to coordinate activities not specifically sponsored by other organizations. These activities include outdoor adventure programming, shuttles to local points of interest, residence hall programming, and travel opportunities. If you have an idea for an event or a trip you would like to take or if you are interested in working on the types of activities listed above, contact the Director of Student Activities.

**American Chemical Society**

As a subset of the largest scientific society in the world, the Salem College Student Affiliate Chapter of the American Chemical Society seeks to foster an interest in Chemistry on campus and in the surrounding community. The organization also serves as a liaison between students and Chemistry professionals through attendance of American Chemical Society meetings and Chapter events. Chapter activities include hosting guest speakers, performing hands-on activities and demonstrations at local schools, community service and more. Membership is open to all students and is highly recommended for Chemistry majors and minors.

**American Society of Interior Design (ASID)**

Student Chapter membership in ASID offers students the opportunity to become more prepared in the field of interior design through professional interaction and insightful programs. Students attend monthly meetings for speakers, field trips, and current updates and work towards the bi-annual newsletter and fundraisers. Membership is open to all students and is strongly encouraged for interior design majors.

**Asian Student Association (ASA)**

The Asian Student Association sponsors programs to raise awareness about Asian culture. All Salem students are welcome to join and attend programs. ASA seeks to involve all members of the College and Winston-Salem community, as well as students from other colleges who are interested in celebrating Asian culture.

**Baptist Student Union (BSU)**

The BSU is a group of students who meet weekly to relate the Christian Gospel to each other and to those around them. The group also does community service work, is affiliated with Wake Forest Baptist Church and shares meals together on occasion. Membership in the BSU is not limited to Baptists, and all interested students are encouraged to attend.

**Black Americans Demonstrating Unity (BADU)**

Black Americans Demonstrating Unity is a group formed to provide support (academic, social, moral, etc.) for students who are African American. BADU also sponsors cultural events and activities implemented through unity, hoping to continuously bridge the gap between traditional and nontraditional students, as well as other cultural clubs on campus. Open to all Salem students.
Catholic Student Association (CSA)
CSA is a small but active part of life at Salem. Although our organization and meetings are somewhat informal, we function primarily as a service and support group. Any Salem student is welcome! We are involved with our Lady of Mercy Church and with the campus minister at Wake Forest University.

Creating Hope in Cancer Survival (C.H.I.C.S.)
C.H.I.C.S. members are dedicated to educating the Salem campus community about the nature of cancer and ways to prevent it. They provide a support group for those who are dealing with cancer as well as activities and projects that provide a service to Salem College and the greater community of Winston-Salem.

Episcopal Student Fellowship (ESF)
Episcopal Student Fellowship is a group on campus that brings together Episcopalians who enjoy fellowship and food. Retreats are scheduled periodically throughout the semester, including one with Wake Forest University.

Exposure
Exposure is the photography club at Salem College. All students are welcome to join.

German Club
The purpose of the German Club is to celebrate German culture and language, especially within its historical context to Salem College and the Winston-Salem community. German Club sponsors fun activities and service projects throughout the year. All Salem students are welcome to join!

Habitat for Humanity International
The Salem College Sisters for Habitat is an organization that is committed to helping provide affordable housing to people in need. In partnership with the local Forsyth County Affiliate members participate in building “blitz” projects, fundraising, and educating Salem and surrounding communities about affordable housing. Collegiate Challenge trips and HabiFest are opportunities for all those interested.

Helping Organize Latin Americans (HOLA)
The goal of HOLA is to celebrate Hispanic culture and educate the Salem community about the culture, as well as to sponsor activities and projects of service for Salem College and the Hispanic community of Winston-Salem. All Salem students are welcome to join!

International Club
The purpose of the International Club is to foster the interests of Salem students in international affairs, foreign culture and study abroad. It recognizes the contributions of international students to the Salem community and provides cultural and academic events of an international nature. All Salem students are invited to join!

InterVarsity Christian Fellowship
InterVarsity Christian Fellowship is an interdenominational Christian group that meets each week for informal Bible study and prayer. All students are encouraged to attend the meetings.

Muslim Student Association (MSA)
The purpose of MSA is to celebrate and raise awareness about Islam. All students are welcome to join.

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Off-Campus Student Association
The Off-Campus Student Association functions to make each off-campus student and Continuing Studies student aware of the activities and opportunities available on campus and to encourage participation in these activities. Members of the OCA Executive Council are the President, Vice President, Secretary, Treasurer, and the Honor Council representative. The President is a member of the Legislative Board and the Orientation Committee. Sisters Lounge is the headquarters for all off-campus Day and Continuing Studies students. Residential students are invited to visit.

Open Up
Open Up is the gay/straight alliance at Salem College. Its purpose is to educate members of the Salem community on the topic of sexuality and its affects on people in our everyday society. Open Up is a forum for the exchange of ideas, views, perceptions, and opinions. It provides a safe space for students to share these feelings and experiences without fear of harassment or ridicule. All faculty, staff, and students, are invited to be a part of Open Up.

Rotaract
Rotaract is an international organization of service clubs for college students that fosters leadership and professional development, encourages high ethical standards in business and promotes international understanding and peace.

Student Ambassadors For Female Education (SAFE)
SAFE is a student-lead health awareness organization on the Salem College campus. Students are involved in promoting ongoing health and wellness initiatives for Salem students.

Salem College Dance Company (SCDC)
Salem College Dance Company seeks to create an appreciation of modern dance, to develop dance technique and creative ability, and to plan, choreograph, teach, and present concerts. The current members select new members through auditions held each semester. In the past, Salem SCDC has performed for special campus festivities and a concert is presented in Hanes Auditorium at the end of each semester. Practices with the dance faculty are held weekly.

Salem College Democrats
The Salem Democrats Club is under the North Carolina Federation College Democrats. The Federation is a division of the North Carolina Young Democrats and offers many of the same opportunities to students. As the Federation Handbook states, “students can have a greater impact on the political process in NC than…” through any other student organization. The Federation is the officially recognized college division of the NC Democratic party… and thus can influence politics that shape our lives.” Students can participate actively in our political system through the College Democrats.

Salem College Gospel Choir
The Salem College Gospel Choir is an ensemble dedicated to performing soulful Gospel music at Salem College and in the community at large. The group is made up of proud young women who believe in the power and the fulfillment Gospel music can bring. Students who are inspired and dedicated to Gospel music are encouraged to join. There are informal audition requirements for all that wish to join. All rehearsals are mandatory.
Salem College Republican Club
The Salem College Republican Club, a member of the North Carolina Federation of College Republicans, offers each student a chance for practical work and experience in the American political system and a new range of social outlets. In addition to campaign work for republican candidates on all levels, there will be mixers with other CR clubs, rallies, guest speakers, and statewide College Republican conventions.

Salem Environmental Concerns Organization (ECO)
ECO is an organization to inform the Salem community about environmental issues and to inspire positive change. Any Salem College student who is concerned about our environment may join.

Student National Education Association (SNEA)
The Johann Comenius Chapter of the Student National Education Association is an organization for students who are planning to pursue education as a career. Programs include discussions and speakers on special topics of interest to educators such as the career ladder and interviewing. The programs are planned with the interest and needs of the membership in mind. Student teachers are required to be members of SNEA. In addition, underclassmen planning to join the education department are welcome. Special programs are open to anyone interested.

United Faiths of Salem College (UF of SC)
The purpose of United Faiths is to foster tolerance and understanding of the many religions represented on the campus. It seeks to give the students a better chance to understand their classmates. All students, regardless of faith, are welcome to join!

The Wesley Foundation
The Wesley Foundation is a Christian organization affiliated with the United Methodist Church. The organization meets weekly for theological discussions, dinner, Bible study, worship, fellowship, and retreats. A Methodist campus minister meets regularly with the group to provide counseling and assistance with program planning. Students from all denominations are welcome!

Administrative-Student Organizations

The Ambassadors
The Ambassadors is a student organization affiliated with the Alumnae Relations Office. The members (sophomores, juniors, and seniors) are chosen from the student body with a maximum membership of 20. The members serve as volunteers for alumnae and development events on campus throughout the year and attend alumnae events as appropriate as special guests and/or volunteers. Freshmen are invited to apply for membership in the spring.

Marshals
The marshals are selected from the rising junior class by academic standing, and they then elect the Chief Marshal. To be a marshal, a student must be full-time and in attendance for at least the second semester of the year of appointment.

The marshals assist at assemblies, concerts, graduation, SGA meetings, and other college programs. They have various duties such as handing out programs, planning seating arrangements, leading processions, and creating a good atmosphere on
campus. In addition, the marshals are responsible for seeing that correct assembly behavior is maintained.

**Fremdendienerin**

Fremdendienerin is a German word meaning “one who serves strangers” and is a student organization affiliated with the Admissions Office. The members are chosen from the entire student body. Fremdendienerin is responsible for records concerning prospective students. Members give tours of the campus, arrange student overnights, and plan and participate in admissions program. Senior and junior Chairs are chosen each year. The group meets as needed by the Admissions Staff. The advisers are the Admissions Staff. See the Dean of Admissions for more information.

**Honor Organizations**

**Alpha Epsilon Delta**

Alpha Epsilon Delta is the only national honor society for premedical students. Alpha Epsilon Delta has a purpose to function as both an honor society and service organization. The Salem College Premedical Honor Society chapter of Alpha Epsilon Delta intends to encourage and recognize excellence in premedical scholarship; to stimulate an appreciation of the importance of premedical education; and through its service component, benefit the entire healthcare community. Membership is open to student with a 3.0 grade point average as well as Salem alumnae. Faculty participation is welcome.

**Alpha Lambda Delta**

Alpha Lambda Delta is a freshman honor society. Its purpose is to promote intelligent living and a high standard of learning and to encourage superior academic achievement. A freshman must have a quality grade point average of at least 3.5 and must take a full academic load to be admitted to ALD. Students are initiated at the beginning of the fall and spring terms.

**Alpha Psi Omega**

Alpha Psi Omega is a national honorary dramatic fraternity that offers membership to those students who achieve a high standard of work in dramatics. The organization meets at least twice each term and initiation and induction occur once a year. Students who have completed at least 60 hours on stage and crew work are eligible for membership into the society.

**Beta Beta Beta**

Beta Beta Beta is the national biological honor society that emphasizes the stimulation of scholarship, dissemination of scientific knowledge, and promotion of biological research. Regular members of the Beta Alpha Chapter must be biology majors of junior standing or above, possess a 3.0 average in all Biology courses and a 2.67 overall average. Associate members must exhibit a strong interest in science and a 2.67 overall average.

**Kappa Delta Pi**

Kappa Delta Pi is an international honor society in education that is dedicated to scholarship and excellence. This community of scholars is dedicated to scholarship and excellence in education, the development and dissemination of educational ideas and practices, the continuous growth and leadership of members, the inquiry and reflection on educational issues.
Lambda Pi Eta
Lambda Pi Eta is the national honor society for communication majors. Membership is open to juniors and seniors with outstanding achievement in communication studies. Faculty may also be members.

Mortar Board
The Arete Chapter of Mortar Board is an honor society for senior women who have demonstrated ability and achievement in scholarship, leadership, and service to the College and community. Mortar Board works to contribute to humanity in College and community life. Members are tapped for the society at the end of their junior year.

Omicron Delta Epsilon
Omicron Delta Epsilon is an international honor society that encourages and recognizes academic excellence in economics. Students are required to have a 3.0 overall GPA and a 3.0 average in at least four economics classes. ODE is committed to advancing the field of economics through dialogue and academic exchange both on and off campus.

Omicron Delta Kappa
ODK recognizes outstanding juniors and seniors who have demonstrated a high standard of efficiency in collegiate activities and who have inspired others to strive for similar attainment. Members are tapped in the fall and in the spring.

Phi Alpha Theta
Phi Alpha Theta, the international history society, encourages and recognizes outstanding achievement in this field of study. Inductions are held once each term for faculty and students who have completed at least four courses of history with superior grades and who have earned above average grades in all other subjects.

Phi Sigma Iota
Phi Sigma Iota is the national honorary society in foreign languages. It is open to faculty, juniors, and seniors who meet high standards and performance in advanced French, German, Spanish, and Latin.

Pi Gamma Mu
Pi Gamma Mu, founded in 1924, is an international social science honor society that recognizes achievement in the social sciences. The motto of the society is “ye shall know the truth and the truth shall make you free.” Membership is open to juniors and seniors who meet its high standards and are in the upper 35% of their class through their coursework in history, political science, economics, psychology, and sociology.

Sigma Beta Delta
Sigma Beta Delta is the international honor society in business, management, and administration. Its purposes are to encourage and recognize scholarship and achievement among students and to encourage and promote personal and professional improvement and a life distinguished by honorable service. Students must be business, economics, or international business majors of junior or senior standing and possess a 3.7 grade point average.

Sigma Tau Delta
Sigma Tau Delta is the international English Honor Society. Its purpose is to promote scholarship in literature and language. Membership of the Alpha Eta Kappa

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chapter is open to distinguished English faculty and students. Active members must be an English major or minor, have at least a 3.0 in her English courses, and be in the top 35% of her class.

**The Honor Society**
The purpose of the Honor Society is to recognize and foster scholarship. Its membership is limited to students of superior academic achievement who have completed a specific amount of work at Salem College. A student may be admitted to the Honor Society:
- as a junior, if she has completed 16 courses with a GPA of 3.6;
- as a senior, if she has completed 24 courses with a GPA of 3.6;
- as an Adult Degree or Continuing Studies student if at least one third of her work has been done at Salem College with a total GPA of 3.6 (five courses at Salem minimum for admission as a junior and eight courses minimum for admission as a senior)

Students are admitted to the society each year in the fall term in accordance with the criteria for selection. A student may be admitted for successive years if she continues to meet the GPA standard and progress toward a degree.

**Theta Alpha Kappa**
Theta Alpha Kappa is the national honor society for theology and religious studies. Its purpose is to encourage, recognize, and maintain excellence in these fields of study. Theta Alpha Kappa sponsors a scholarly journal which publishes the works of the undergraduate students.

**The Order of the Scorpions**
The Order of the Scorpions is an organization established to foster the true spirit and ideals of Salem College. The membership includes juniors and seniors selected by the Order. At no time does the membership have more than 14 members. The Order works to serve the College with no desire for reward or recognition. Projects of the group are vital ones, though often small, intangible, and unknown.

**Committees**

**Student-Faculty Committees**
Student-faculty committees are a great way to get involved at Salem. Students get the opportunity to work with faculty and get to help make important decision regarding Salem College. Most committees meet once a month. Students must apply for positions on these committees by petitioning to Executive Board at the end of the spring term. In the fall, new First year students may apply for positions and upperclass students may apply for any unfilled positions. Senior representatives to the committees also serve on the Legislative Board.

**Academic Council**

**Members:** President; Dean of the College, ex-officio; eight faculty members (two from each division); five students (one freshman, sophomore, junior, senior, and Continuing Studies).

**Subcommittee:** Academic Appeals; the Registrar and three members elected from and by the Council.

The Academic Council shall represent the faculty in considering matters of general academic policy affecting Salem College. Specifically, all proposed changes of policy in academic regulations shall be referred to the Academic Council for consideration and recommendation to the faculty as a whole for final action. The
Subcommittee shall act on petitions from individual students who desire that exceptions to academic regulations be made for reasons of hardship or in their own best interest. The sub-committee shall also consider student requests for self-designed majors. The Council shall meet at least monthly, and at other times on call and shall prepare the agenda for the regular monthly meetings.

**Admissions Committee**

**Members:** Dean of Admissions and Financial Aid; Dean of Students; Dean of Undergraduate Studies; Dean of Continuing Studies, ex-officio; four faculty members (one from each division); one student (senior).

The Admissions Committee shall formulate and submit for faculty approval policies concerning the admission of students to Salem College. Pursuant to these policies, members of the committee with the exception of the freshman, sophomore, and junior student members, shall evaluate credentials of applicants for admission and shall decide on individual applications.

**Appeal Board**

**Members:** Dean of the College; two faculty representatives; three students (one sophomore, junior, and senior); Vice President of SGA.

The Appeal Board shall hear any appeal made by a student after the student receives written notification of a sanction by the Honor Council or Interdorm Council and Faculty Advisory Board. The appellant must file a formal appeal in writing to the Dean of the College within 24 hours concerning the basis on which her appeal is being made and the reasons why she deems her case worthy of a hearing of the Appeal Board. See “Honor Tradition: Appeal Process”.

**Curriculum Committee**

**Members:** Dean of the College, ex-officio; Director of Libraries, permanent; 8 faculty members (two from each division); four students (one sophomore, junior, senior and Continuing Studies).

The Curriculum Committee shall consider all proposals for new courses, the deletion of existing courses, and changes involving credit to be allowed for courses. Such proposals shall be presented to the faculty as a whole for final action. The committee shall also consider all major changes in the Degrees and Requirements section of the College Catalog before they come to the faculty for formal action. The addition or deletion of courses which may be proposed by individual faculty members should be considered by the department concerned, forwarded to the Dean of the College with the recommendation of the department, and then submitted to the Curriculum Committee for consideration.

**January Program Committee**

**Members:** Dean of Undergraduate Studies; four faculty members (one from each division); two students (one from freshman/sophomore, one from junior/senior).

The January Program Committee shall be responsible for the administration of the January Term. The committee shall administer the program according to the guidelines established by the faculty. In order to carry out the guidelines, the January Program Committee will issue directives each year that outline the goals which the committee has for the January Term. Additionally, the committee will indicate the number of courses to be offered, set the basic standards that will be applied in judging the merits of the proposed January offerings, issue other pertinent information for the implementation of the January Term, and may suggest themes for the month.
The committee shall assemble and publicize information as to programs offered by the Salem faculty and information as to programs available at other institutions, assist the students with registration for programs at other institutions, advise faculty members when their courses are not attracting students, indicate to the administration the need for additional faculty or other resources, and make other suggestions as may seem appropriate. This committee shall evaluate the success of the January Program and of individual courses offered during the previous January Term. The committee will conduct this evaluation by April 1 and will issue a general report to the faculty as well as recommendations to faculty members on their specific courses. The committee will also make recommendations to faculty members on their specific courses. The committee will also make recommendations for changes in the guidelines for the program to the faculty. The January Program Committee shall be responsible for the coordination, planning, and evaluation of departmental, program, and individual internships.

**Library Committee**

Members: Director of Libraries; Dean of the College and President ex-officio; four faculty members (one from each division); two students (one traditional age, one Continuing Studies).

The Library Committee shall study library needs as related to the academic program and advise the Director of Libraries on matters of general library policy, on the development of library resources for instruction and research, and on means which may best integrate the library program with other academic activities of the College. It will approve allocations of the library materials fund (to include books, periodicals, bindings, and microfilms). The committee shall serve as a liaison between the College community and the library.

**Salem Lectures Committee**

Members: President (or representative); Dean of Students (or representative); Director of Communications; Coordinator of College Calendar; four faculty members (one from each division); five students (one representative from each class appointed by the SGA and one Continuing Studies student). The Coordinator of the committee is appointed by the Dean of the College.

The Salem Lecture Committee shall be responsible for the following: developing the annual lecture calendar for the College and administering the funding from various sources that is provided for its activities.

The committee shall develop the lecture calendar no later than the close of the academic year for the following year. Petition may be made to the President for additional lectureship funds under her discretion.

**Textbook Advisory Committee**

Members: Dean of the College, chair; Chief Business Officer; Head of School, Salem Academy; four College students (three traditional-age students, one Continuing Studies student); three Academy students; two faculty members chosen by the Library Committee to serve for two academic years; one professional library staff member to be appointed by and from the library staff for two academic years; Manager, Salem Academy and College Bookstore.

The purpose of the Textbook Advisory Committee is to serve as a liaison between the students, faculty, administration and the textbook store:

1. To act as an advisory body in handling special cases concerning sales, sell-backs and any complications resulting from the textbook store services.

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2. To act as a source through which policy changes in the textbook procedures can be communicate to all those affected in the Salem community.
3. To facilitate communication between the textbook store and faculty members in terms of ordering textbooks and changes in available publications (i.e. changes in editions).
4. To provide a forum in which student concerns will be communicated to faculty members and the textbook store.
5. To make current textbook store policies available to all members of the Salem College community.
6. Meetings will be held once a month and will be scheduled during the periods of textbook sales and textbook sell-backs.

A copy of the Student Government Association Constitution is posted on the Salem College website at the following address http://www.salem.edu/student/sga.shtml